Classification Specification for Unclassified Service

Title: Network Engineer I

Pay Scale Group: 71 B

Essential Function

Under general supervision from a designated administrator, primarily responsible for assisting in the design and implementation of networks as opposed to service coordination of externally developed and owned systems. The majority of duties performed include engineering enterprise data, voice and video networks in differing stages of development, maintenance, and modification.

Characteristic Duties

Assist in the development and maintenance of network communications utilizing knowledge of LAN/WAN systems to help design and install internal and external networks; specific duties will vary according to the life cycle and the technical complexity of the network and associated hardware and software;

Assist with planning, designing, engineering, programming, maintenance and management of local area, wide area or comparable transmission networks;

Assist in establishing and operating network test facilities; analyze and monitor network activity to ensure optimal network operation; monitor network traffic, usage, and performance; run diagnostics to forecast performance thresholds. Perform analysis of network efficiency (e.g., channel, trunks, etc.) and traffic routing and troubleshoot system failures referring to vendor or technicians as appropriate; test and evaluate network systems to eliminate problems and make improvements;

Work with vendors, clients, carrier, and technical staff on network implementation, optimization and ongoing management;

Assist in monitoring network database integrity;

Maintain a secure transfer of data to multiple locations via internal and external networks; maintain network security and implement disaster recovery procedures;

Perform conversions and system backups; ensure adequate inventory of network supplies;

Other related duties as assigned.

Minimum Qualifications

Bachelor’s degree in Computer Science, Information Technology, Computer Engineering, or related degree; -OR- an Associate’s degree with two (2) years’ experience; or four (4) years of basic to intermediate level computer hardware related experience. Possesses working knowledge of commonly-used concepts, practices, and procedures and contributes through support, using established processes, methods, and systems.