

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: NETWORK SPECIALIST II -
Office of the Inspector General

SALARY GROUP: B18

DEPARTMENT: Office of the Inspector General

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Bruce W. Toney DATE: 08/22/2013

POSITION #: 017051

I. JOB SUMMARY

Performs routine network work. Work involves the implementation, maintenance, and monitoring of local area networks (LAN), wide area networks (WAN), and Internet and intranet systems. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Maintains the network's physical and logical structures to include network connections; maintains network support software; and installs, tests, and maintains network hardware and software; performs routine maintenance, and applies vendor updates to software.
 - B. Prepares and analyzes statistics on network utilization and availability; assists with the preparation of training courses and provides user support and training in the use of available hardware, software, and utilities; and performs tuning and capacity planning activities to enhance the performance of the network resources.
 - C. Performs routine backups and archival of files stored on the network to assist in recovery efforts; serves as contact for remote network locations to obtain clarification of problems and to identify solutions and corrective actions; and analyzes user support statistics and other data and recommends appropriate measures.
 - D. Maintains the operating system and security software utilized on the network to include the addition of new users to the network and establishment of rights and privileges; and assists in maintaining the LAN and WAN, cable, and hub installations, inventories, and other related duties.
 - E. Conducts product evaluations of upgraded or new hardware and software identifying strengths, weaknesses, and potential benefits; recommends enhancements to network facilities; and communicates with vendors, users, management, and network programming staff.
- Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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Page 2 of 3

II. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Computer Science, Management Information Systems, or a related field preferred. Each year of experience as described below in excess of the required three years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Three years full-time, wage-earning experience with automated data processing systems in the installation of computers, printers, communication, devices, and automation software in LAN or WAN environments.

B. Knowledge and Skills

1. Knowledge of network facilities and data processing techniques and equipment.
2. Knowledge of a variety of computer application programs and their applicability to computer systems operations.
3. Knowledge of information systems performance monitoring and capacity management tools.
4. Knowledge of network operating systems and security software.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in problem-solving techniques.
10. Skill to recognize, analyze, and resolve network problems.

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Page 3 of 3

11. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
12. Skill to train and supervise employees.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.