JOB INFORMATION

Effective Date	7/28/2021
Job Code:	3134
Job Title:	Network Specialist II
Salary Grade/Structure:	006 - Computing
Career Level Name:	P2 - Intermediate Professional
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Information Technology
Job Family:	Networking & System Infrastructure
Job Summary	Under general supervision, The Network Specialist II is responsible for the day-to-day management and administration of the campus internet connections, core infrastructure switches, firewall, and Wifi environment. The Network Specialist II analyses and documents LAN performance, assists in evaluation of network technology, assists in linking specialized networks to the network backbone and the internet, and assists with the tracking security breeches or discover network vulnerabilities.

COMPETENCIES

Competencies
Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Associate's Degree	in Computer Networking or related discipline	Required	
Bachelor's Degree	in Computer Networking or related discipline	Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Some	directed related experience in enterprise	Required	or
Some	configuring CISCO ASA firewall, similar CISCO firewalls or other name brand firewalls; analyzing LAN and WIFI network traffic to troubleshoot network performance;configuring Cisco 65xx or Cisco Nexus switches;configuring Cisco internet connected routers or other name brand using wide area network protocols;experience with load balancing systems such as Cisco Content Switch, Big IP F5, other name brand load balancers; configuring and administrating a WIFI environment using Cisco WiFi controllers; experience with configuring Microsoft of Linux based servers; evaluating and recommendaing network infrastructure	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
	technology;configuring Cisco edge switches or other name brand switches; configuring Cisco routers or other name brand routers.; installing, maintaining, and administering local networks using bridging, switching, or routing; working within a network security role; evaluating and recommending network typology layouts for a multi-building or multi-campus educational faculty; Storage Area Network (SAN) interconnects.		

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
CCNA - Cisco Certified Network Technician		within 1 Year	Required	
CCNP - Cisco Certified Network Professional		within 1 Year	Preferred	

Knowledge, Skills and Abilities

	KSAs	Proficiency
•	Knowledge to install, maintain, and administer local networks using bridging, switching, or routing.	Skilled
•	Knowledge to install and configure CISCO edge switches and routers or equivalent name brand device	Skilled
•	Knowledge to configure and administrate an enterprise WiFi environment using Cisco WiFi controllers or equivalent name brand devices.	Skilled
•	Ability to configure edge switches and routers.	Skilled
•	Ability to configure enterprise WiFi controllers.	Skilled
•	Ability to diagnose and resolve network performance issues using network analytical tools	Skilled
•	Ability to handle a demanding work environment and schedule.	Skilled
•	Ability to communicate effectively both verbally and in writing.	Skilled
•	Ability to work schedule including nights and weekends.	Skilled

JOB RESPONSIBIILTIES

Campus Security Authority   ☐

Remote Work Capable   ☐

Essential Functions

	Essential Function	% TIME
•	Administer, configure, and manage campus network infrastructure systems.	45%
•	Use network analysis tools to maintain network performance, troubleshoot problems, and provide recommendations for network improvements. Prepare reports of LAN status to management	20%
•	Create and document procedures for LAN and server operations, including support methodologies and user guides. Provide training in LAN administration to other UCT employees and LAN use to a wide variety of users	10%
•	Assist in the planning of LAN's and in linking LANs to larger networks like the Internet. Prepare schematics and diagrams of LANs prototype LAN environments, evaluate Network Operating Systems and network protocols, design information distribution systems, provide recommendations for future client-server environment developments, and define methodologies to insure standardization of network products.	10%

Essential Functions

	Essential Function	% TIME
•	Install and manage software on servers and workstations operating under Microsoft Window, the Macintosh operating system, and Linux.	5%
•	Administer and manage applications, print, file, communications services in a distributed client-server enviroment. Install, configure, test, maintain, and monitor applications software on both client and server computers. Create, monitor, and manage network-based print queues. Create and maintain logical file structures on server computers	5%
•	Perform additional duties as assigned	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description