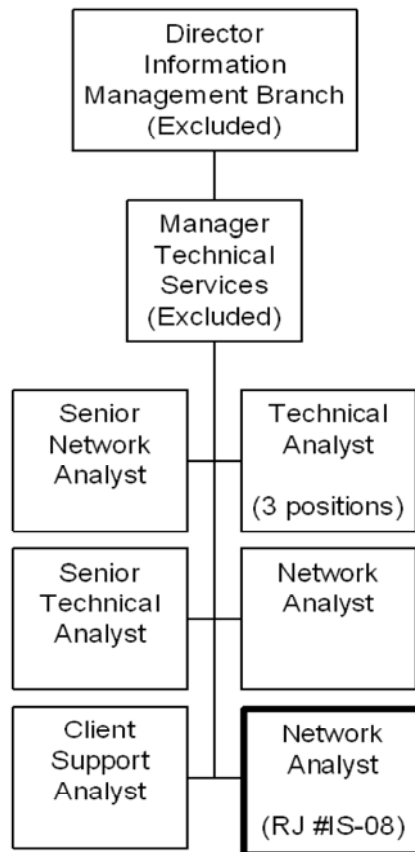|	
Position:	**Reference Job #IS08**
Ministry:	Energy, Mines & Petroleum Resources
Working Title:	**Network Analyst**
Branch:	Information Systems
Level:	Range 18
Location:	Victoria
NOC Code:	2242

PRIMARY FUNCTION

To support and maintain ministry hardware, software and internet facility for numerous Local Area Network (LAN) servers and to develop specific ministry applications for the LAN such as inventory tracking.

JOB DUTIES AND TASKS

1. Supports and maintains hardware and software for numerous ministry LAN servers
    a. monitors, analyzes, maintains, tunes and reports on network performance and network cabling
    b. investigates, tracks and resolves LAN problems
    c. installs, sets up and tests new ministry network server hardware and software
    d. schedules servers for upgrades, maintenance or repairs and performs the required changes
    e. maintains, monitors and controls security access to ministry servers
    f. backs up ministry servers by using backup hardware and software, creating and maintaining backup schedule and logs, developing and following off-site storage plans
    g. develops and tests system recovery plan and procedures for servers
    h. sets up LAN communications software on networked workstations
    i. liaises with central systems agency's network personnel
    j. coordinates changes with the client, central systems agency and BCBC such as new services
    k. trains and supports staff to resolve LAN related problems/issues
    l. maintains and recommends ministry LAN policy and practices documents
    m. uses a wide variety of software and hardware for application/network management and data communications
2. Provides internet facility maintenance
    a. identifies user requirements and develops intranet and internet designs, using JAVA and HTML
    b. maintains and enhances various ministry internet application software
    c. structures and organizes ministry internet file structures and homepages
    d. provides technical advice to branch internet coordinators to establish and develop static and dynamic homepages, convert documents to internet formats, organize branch internet file structures, and use internet editing tools and other internet utilities and tools
    e. sets up and monitors internet access and security, and responds to violations by notifying the appropriate supervisor
    f. enforces ministry and government internet policies and internet standards

     g.   conducts presentations to ministry staff on the internet and intranet facilities

     h.   recommends internet procedures for management approval

3.   Develops network and internet applications such as inventory tracking and correspondence tracking

     a.   identifies user requirements, develops data models and builds tables/screens

     b.   develops, maintains and enhances applications used on the network and/or internet/intranet

     c.   trains users in the use of network and internet applications and software products

     d.   performs end-user support of network and internet applications

     e.   determines costs of new network and internet applications

4.   Performs other related duties

     a.   validates accuracy of invoice charges from vendors for equipment and parts

     b.   purchases hardware and software for Information Systems Branch

     c.   represents the ministry at the inter-ministry systems committees and participates in delivery of presentations

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	**JOB KNOWLEDGE** Understand the principles of data communications to support and maintain ministry local area network (LAN) servers; install, set up and test new or upgraded LAN server hardware and software; assess LAN performance; provide internet facility maintenance; develop, maintain and enhance ministry applications such as inventory tracking database; resolve user problems and train ministry staff on LAN and software products.	G	250
2	**MENTAL DEMANDS** Judgement to apply technically exacting analysis of ministry servers and LAN systems hardware, software and data using methodical diagnosis, interpretation and predictive testing of possible systems solutions and alternatives, to enhance and/or maintain network efficiency.	F	175
3	**INTERPERSONAL COMMUNICATIONS SKILL** Discretion required to exchange information regarding systems problems with LAN users and to explain resolutions.	C	30
4	**PHYSICAL COORDINATION AND DEXTERITY** Moderate coordination and dexterity required to use computer keyboard with some requirement for speed to resolve LAN problems.	C	15
5	**RESPONSIBILITY FOR WORK ASSIGNMENTS** Guided by general systems policies, guidelines and technical standards, applies accepted work methods in a different way to maintain and support the ministry LAN servers, provide problem resolution to ministry staff, grant security access rights, install and test new LAN hardware and software, enforce ministry and government internet policies; train staff and recommend changes and upgrades to ministry LAN servers, hardware and software.	E	120
6	**RESPONSIBILITY FOR FINANCIAL RESOURCES** Significant financial responsibility to perform financial estimates for the development of new network and internet applications requiring subject matter knowledge.	E	33

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	**RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION** Considerable responsibility to ensure the day to day on-going operation, configuration and maintenance of ministry LAN server software and hardware.	E	33
8	**RESPONSIBILITY FOR HUMAN RESOURCES** Responsibility to provide formal training to ministry LAN users on supported software and hardware products.	B	9
9	**RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS** Responsibility for own well-being and safety in a low risk environment.	A	5
10	**SENSORY EFFORT/MULTIPLE DEMANDS** Focused sensory concentration to frequently monitor network operations on computer screen and to frequently listen to users calling about systems problems.	C	12
11	**PHYSICAL EFFORT** Moderate physical effort to frequently view computer screen.	C	12
12	**SURROUNDINGS** Exposure to occasional unpleasant dealings with users unable to access LAN and/or internet.	A	2
13	**HAZARDS** Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 700

Level: Range 18