

I. NATURE OF WORK:

A Computer Network Specialist Trainee is the entry level or work planning, integrating, and maintaining software and hardware for local or wide area microcomputer or minicomputer networks to include operating systems software and network communications software. Employees in this classification do not supervise.

Employees in this classification receive close supervision from a Computer Network Specialist Supervisor or other data processing administrator. The work is performed in normal office settings and at users' work sites in offices. When at users' sites, the work may involve running cables through ceilings and floors resulting in exposure to moderate amounts of dust, dirt and insulation which may include asbestos and fiberglass. When performing these duties, employees in this classification wear specialized safety equipment including hard hats, goggles and masks. When at users' sites, the work may involve exposure to electric wires and outlets and safety procedures must be strictly followed. The work may require moving computers and printers weighing up to 80 pounds.

The Computer Network Specialist Trainee, Computer Network Specialist I and Computer Network Specialist II are differentiated on the basis of degree of supervisory control exercised by the supervisor over these employees. The Computer Network Specialist Trainee learns to perform duties under close supervision, the Computer Network Specialist I performs duties under close supervision at times and under general supervision at other times depending on the complexity of the specific duty being performed and the Computer Network Specialist II performs the full range of duties under general supervision.

II. EXAMPLES OF WORK: [Examples are illustrative only]

Learns to consult with users to discuss local or wide area microcomputer or minicomputer network software and hardware needs, to assess existing software and hardware and to survey the sites, where networks will be located;

Learns to design the structure of local or wide area microcomputer or minicomputer networks and prepare plans, reports and diagrams documenting the type and location of software and hardware;

Learns to install operating system software and network communications software for microcomputer or minicomputer networks;

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Learns to install applications software and customize as required;

Learns to configure network software and hardware to provide for efficient and effective network performance and data security;

Learns to prepare and assemble technical documentation and user documentation for network software and hardware;

Learns to monitor the performance of the network software and hardware through network management and diagnostic programs and utilities, adjust the network for maximum efficiency, maintain and analyze records of network activity and recommend and implement network software and hardware upgrades;

Learns to diagnose network software and hardware problems and make repairs and adjustments or obtain service from software and hardware vendors and maintenance vendors;

Learns to run backups of network data, archive data as required and develop and maintain disaster recovery plans;

Learns to enter users and their network privileges onto the network and provide ongoing user support;

Learns to oversee the installation of network hardware;

Review technical manuals and other technical literature and attends workshops, seminars and training classes to learn various network systems used by the agency and to keep abreast of the latest developments in computer network technology;

May learn to train users in computer network software and hardware;

May learn to develop and program applications software;

May learn to install and maintain network hardware and stand-alone microcomputer software and hardware;

May learn to install and maintain communications links to mainframe computers;

May learn to direct support staff responsible for user support, hardware installation, data entry and other support functions;

Performs other related duties.

### III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the concepts of data communications;

Knowledge of the functions and capabilities of microcomputer software and hardware;

Ability to learn the structure of local or wide area microcomputer or minicomputer networks;

Ability to learn microcomputer or minicomputer operating systems software, network communications software and applications software;

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Ability to learn the functions and capabilities of local or wide area microcomputer or minicomputer network hardware such as cables and other transmission media, connectors, communications devices, multi-station access units, file servers, printers, disk drives, network cards and emulators;

Ability to learn the principles and practices of data communications;

Ability to learn the principles and practices of data processing systems analysis and design;

Ability to learn fourth generation computer programming languages;

Ability to learn, plan, integrate and maintain local or wide area microcomputer or minicomputer network software and hardware;

Ability to learn to configure local or wide area microcomputer or minicomputer network software and hardware for efficient and effective network performance;

Ability to learn to adjust local or wide area microcomputer or minicomputer network components and diagnose and correct network software and hardware problems;

Ability to communicate and establish and maintain effective working relationships with network users, vendor representatives and customer engineers.

### IV. MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

Experience: Eighteen months of experience converting data from project specifications by preparing program code using third or fourth generation computer programming languages; planning, installing and maintaining data communications network lines and devices; or evaluating, implementing and maintaining microcomputer hardware and software.

Notes: 1. Experience operating multipurpose, multi-tasking computer systems; or scheduling, controlling input and output or maintaining a tape library to process data on multipurpose, multi-tasking computer systems; or evaluating, implementing and maintaining

microcomputer hardware and software; or converting data from project specifications by preparing program code using third generation or other generally accepted programming languages may be substituted for high school on a year-for-year basis for the required education.

2. Fifteen credit hours in systems analysis and applications programming using third generation or other generally accepted computer programming languages at an accredited college or university may be substituted for the required experience.
3. Completion of a certification program in Network Administration, such as Certified Novell Administrator (CNA), Microsoft Certified Product Specialist NT 4.0 Administrator or equivalent certification program may be substituted for the required experience.

V. LICENSES, REGISTRATIONS AND CERTIFICATES:

Not Applicable

DATE ADOPTED: January 1, 1999

Class specifications are broad descriptions covering groups of positions used by various State Departments and agencies. Position descriptions maintained by the using department or agency specifically address the essential job functions of each position.