

**Superior Court of California,
County of Solano
Job Announcement**

**NETWORK ANALYST
RECRUITMENT # 2018-02**

Salary: \$66,812- \$81,210 annually

CLOSING DATE: March 27, 2018

Job Definition

Under general direction, plans, analyzes, designs, administers, and maintains the Court's network systems; manages network projects; troubleshoots network applications and system problems. Also administers VoIP and analog phone/fax systems. This is a represented position and is non-Exempt under the Fair Labor Standards Act.

Essential Functions (Core Competencies), including, but not limited to:

- Installing, configuring and supporting various communications, hardware/software components, including lines, routers, VPN concentrators, switches, wireless controllers and access points.
- Coordinating and overseeing the implementation and maintenance of the data processing systems and activities, especially LAN-based systems; Cisco wireless equipment, firewalls and checks for error and warning messages and takes corrective action.
- Analyzing, reviewing, recommending and optimizing technologies to enhance network performance; evaluating and recommending network software, hardware, and interconnectivity products.
- Helping to administer and implement IP addressing and sub-netting.
- Providing first level support for monitoring, fault diagnosis, and performance tuning/management of the data network and the ShoreTel VoIP telephone system & related equipment.
- Working with data circuit providers to install and troubleshoot circuits.
- Performing backup and restoration of configurations of networking and related equipment; recommends and participates in disaster planning.
- Providing training and support to Court Information Technology staff.
- Providing first level support for desktop networking and communications hardware and software (e.g. headsets, ShoreTel IP telephones, ShoreTel Communicator, Cisco AnyConnect, Cisco VPN Client, etc.)
- Monitoring and bandwidth analysis of network LAN and WAN lines.
- Administering court firewalls.
- Maintaining court analog phone network.
- Administering and supporting the Wireless LAN Controller and related networks

and environment.

- Administering web filtering software.
- Administering network and bandwidth monitoring systems using tools such as SolarWinds ipMonitor and Wireshark.
- Installing and maintaining Uninterruptible Power Supply equipment.
- Installing and maintaining analog fax machines.
- Administering fax server appliances (e.g. FaxFinder).
- Assisting with audiovisual support, including troubleshooting PA systems, electronic audio recording systems, and projectors.
- Creating purchase requests for networking and related equipment.
- Liaison with vendor personnel regarding installation, maintenance, and repair of data and telephone equipment.
- Performing other related work, including Windows (desktop support), as required by business needs.

Knowledge, Skills, and Abilities – The successful applicant will possess the following (KSAs):

- Extensive knowledge and experience working with the above listed products and technologies.
- Technical knowledge and experience with T1-Frac-T1 and T3, PRIs, DS1s, OPT-E-MAN, PCs, LAN protocols, and Ethernet.
- Knowledge of network topology concepts (core, access, VLANs, distributed access) and the OSI model.
- Knowledge of network components; switches, firewalls, VPN concentrators, routers, wireless controllers, and Cisco IOS.
- Familiarity with communications services such as SMS.
- Experience with Microsoft software, including Windows, Windows Server, and Office (Outlook, Word, Excel, etc.)
- Experience with VoIP and VoIP systems and equipment, and IVR/IWR technology.
- Ability to communicate effectively with vendors and court staff.
- Ability to simplify and explain technical information to management and non-technical staff.
- Ability to maintain confidentiality of information.

Educational and Work Experience Requirements

Any combination of education, training and experience that demonstrates possession of and competency in the requisite knowledge, skills and abilities

- A Bachelor's degree from an accredited university in computer science, information systems, telecommunications or closely related field with courses in network technologies and management AND advanced level certification related to area of assignment in networking technology currently used by the Court (advanced certification CCNA or CCNP preferred) AND three (3) years of technical professional experience including at least two (2) years of experience designing, implementing and maintaining LAN/WLAN/WAN systems at the level of a network engineer. Experience must include

responsibility for a medium-sized network that supports more than 8 servers and 250 users.

- OR four (4) years of full-time paid work experience equivalent to that gained as a Network or Telecommunications Specialist, Network Systems Engineer or Administrator or other related classification.
- Possession of a valid California Driver's License is a requirement for this position.

Preferred Qualifications

- Experience with Microsoft Visio
- Advanced documentation skills.

Physical Requirements and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, pinch, pull objects or controls; reach with hands and arms; may climb stairs; balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must routinely lift and/or move up to 10 pounds and to occasionally lift and/or move up to 45 pounds and access tight spaces. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Work environment:* While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time..

Normal business hours for this position: Monday through Friday, 8:00 a.m. to 5:00 p.m.
Overtime may be necessary in some circumstances.

Benefits Packages

Solano Superior Court employees are valued. The court offers an excellent benefit package:

- CalPERS retirement (specific benefit determined pursuant to the Public Employee Pension Reform Act of 2013);
- Participation in Social Security, Medicare and State Disability Insurance.
- Medical insurance (plans offered by CalPERS), dental insurance (HMO & PPO plans), and vision insurance with generous employer contribution toward premium;
- Supplemental retirement plan (457 deferred compensation plan through CalPERS);
- Flexible spending account for qualifying medical, dependent care or transportation expenses;
- Basic life insurance at no cost to employee; employees may purchase additional life insurance for self and dependents;
- Sick leave earned at approximately 12 days per year.
- Vacation earned at approximately 10 days per year, increasing to 15 days per year after 3 years, to 20 days after 10 years and 21 days after 20 years.
- Floating holiday of 2 days per year (may be prorated first year)

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- Employee assistance program available at no cost to employee for self and dependents.
- Longevity pay after 10 years.

Recruitment Process

To be considered for this position, job applicants are required to submit:

- A completed official court application; and
- A completed supplemental application.

An application screening committee will review application packets. Applicants who are successful in the application packet-screening phase will move on to the next phase. A panel will conduct an oral interview. The panel will review and assess the degree to which each applicant demonstrates the required knowledge, skills, and abilities.

Eligible job applicants will be notified by phone or letter of the date and location prior to scheduling for the examination. An eligible list will be established, and referred to in filling future vacancies, up to six months after completion of this recruitment process. The court reserves the right to re-recruit rather than select individuals from the eligible list. Reference and background checks are required.

Official application forms and supplemental questionnaire are available on the court's Web site, www.solano.courts.ca.gov or application forms may be picked up from the court's human resources department in the Executive Office at 600 Union Avenue, Fairfield. Applications may be mailed to the Court at PO Box 2465, Fairfield, CA 94533 or dropped off at the court at Executive Office (3rd Floor), in the Hall of Justice at 600 Union Avenue, Fairfield, CA 94533. **All applications must be received** by close of business on the final filing date. Faxes or postmarks and submissions by e-mail are not accepted.

Supplemental Application

for

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INFORMATION AND INSTRUCTIONS

To acquire knowledge of your education, experience and training, the first phase of the selection process for this position will be a review of your application and supplemental application. The information you provide on the court's official application and supplemental application will be used to evaluate your overall qualifications for this position. Based on the results of this evaluation process, candidates will be invited to participate in the interview.

Using this supplemental application, you are required to describe your training and experience that qualify you for this position. You are to provide explicit, but concise, statements in response to each section. It is your responsibility to ensure that information you deem important to your candidacy is included in your responses. **Your response to each question is limited to the space provided on the page provided for each question.** In responding to each question, describe ***your own experience***. Do not list the functions of the unit in which your position was located. Do not list the responsibilities of the person to whom you reported. If you have assisted your supervisor or a lead staff person in carrying out functions or responsibilities, clarify how you assisted, and define the degree of authority you exercised.

Both the official court application and the supplemental application must be typed or legibly printed. **Résumés or referrals to a résumé in lieu of a response on this questionnaire are not acceptable.** Applicants submitting illegible or incomplete application packets will be disqualified from consideration.

CERTIFICATION

I certify that all statements made in this supplemental application were written by me are true and complete, and I understand that any misstatement of material fact(s) will subject me to disqualification.

Applicant Signature: _____ **Date:** _____

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1. Please provide a brief description of your related educational and work experience that is relevant to the position for which you are applying. ***(Provide the names and the city and state location of any colleges you have attended and be specific in describing your duties and the length of time you carried out these functions. Limit applicable comments in response to this question to this page.)***

2. Please describe your experience relevant to this position in the following areas (**include duration of experience, in months or years, and where this experience was obtained**):
- Building, configuring, monitoring and troubleshooting area local area networks and wide area networks.
 - Configuring, monitoring, and troubleshooting VoIP and/or analog telecommunications systems.

3. Please list all switches, routers, wireless LAN controllers (WLCs), firewalls, intrusion detection and VPN concentrator hardware and software with which you are acquainted. Using a rating scale of “beginning”, “intermediate”, or “advanced”. Describe your level of skill in operating this hardware/software. **(Limit applicable comments in response to this question to this page.)**

STOP!

DID YOU REMEMBER TO:

- 1. Sign the application?**
- 2. Sign and attach the supplemental application?**
- 3. Include your Equal Employment Opportunity Questionnaire? This information is used for statistical purposes only.**