<div align="center">**Idaho Courts**
Position Description</div>

Position Title:	IT Network Analyst
Effective Date:	July 2019
Salary Range/Grade:	$49,852 - $74,778/Grade 15 ***See Special Note***
FLSA Status:	Exempt – IT
EEO Job Category:	Professional

General Position Summary:

Supports the Idaho Court's local area network (LAN) and wide area network (WAN) equipment for the Idaho Supreme Court, Court of Appeals, county courts and other remote offices throughout the State of Idaho. Provides technical support for all network systems, creates and maintains network documentation, and establishes tools and methods to proactively monitor network connectivity for all locations. Administers Cisco routers, switches, wireless LAN devices, virtual private network (VPN) concentrators, voice gateways and WAN optimization appliances/software. Identifies network security requirements and implements network security devices to secure the Idaho Judicial Branch networks.

The Network Analyst requires basic knowledge and experience in the field. The incumbent in this position solves straightforward problems requiring some knowledge of business practices and analyzes problems using standard procedures. Work is performed independently with some guidance and review of work. This is a highly technical position that works under the direction of the Manager, IT Operations and Infrastructure.

Major Duties and Responsibilities: (The examples provided do not cover all the duties which the incumbent in this position may be required to perform.)

- Designs, configures, tests, maintains and monitors local area and wide area networks to meet the needs of the Idaho Judicial Branch;
- Installs, manages and maintains Cisco routers and switches in a highly distributed geographic area;
- Prepares specifications and plans for implementation of new or enhanced networks, to include circuit planning, ordering, turn-up, and tracking;
- Engineers internetworking between network services such as Ethernet, Frame-Relay MPLS, etc;
- Configures, manages and maintains Cisco network data center switches;
- Ensures network equipment software/firmware remains current and configured correctly;
- Serves as a primary technical point of contact for carrier and/or partner agency relations, including troubleshooting, adds, moves and changes;
- Develops methods and criteria for network data collection and analysis;
- Configures, monitors and uses Solarwinds to discover, map, monitor and analyze network traffic and devices;
- Designs, tests and maintains voice over IP (VoIP) communications networks;
- Designs, tests and maintains WAN optimization appliances/software;
- Designs, tests and maintains wireless LAN devices and infrastructure;
- Plans and implements network security devices and software, to include but not limited to, Cisco ASA firewall management;
- Ensures network and/or security incidents are effectively escalated, managed, and resolved with full communication of status, plans, and actions to management and customers;

- Plans, configures, tests and maintains remote network capabilities, such as virtual private networks, for remote users;
- Assists users with technical issues and provides help desk services, as needed;
- Provides one-on-one network training to staff and end-users;
- Conducts other duties as assigned.

Minimum Qualifications:

Education and Experience
- Bachelor's degree from an accredited college or university, preferably in one of the following areas: management information systems, computer science, technology management, or related degree;
- At least two years of experience in the following areas:
  - Supporting network infrastructure;
  - Working with multiple data networking technologies in multiple locations;
  - Installing, administering and configuring multi-protocol routers, wireless access points and layer 2 switches; and,
  - Troubleshooting, isolating, and interpreting performance problems in a multiple protocol environment.
- Preference may be given to candidates with prior public service or court experience.

Knowledge, Skills, and Abilities:
- Knowledge of Cisco routing, switching and virtual LANs;
- Knowledge of Cisco ASA firewalls and virtual private network devices;
- Knowledge of Cisco Nexus network data center switches;
- Knowledge of Solarwinds network management tools;
- Knowledge of network design, topology, systems interfaces, and protocols;
- Knowledge of telecommunications industry standards;
- Knowledge of structured wiring systems and supporting international standards;
- Knowledge of network security principles, architecture, and technical implementation options;
- Knowledge of network security appliances and/or software, to include, firewalls, intrusion detection/prevention, and network access control;
- Skill in coping with potentially stressful situations and making independent decisions;
- Skill in working and communicating with others to provide consultation and problem resolution;
- Skill in establishing and maintaining an effective, cooperative work environment;
- Ability to independently identify, evaluate, and resolve computer, system, and user problems including compatibility conflicts, application operations, software/hardware malfunctions, and telecommunications problems in a LAN/WAN environment;
- Ability to translate user-defined requirements into network specifications and features;
- Ability to express ideas and communicate suggestions and recommendations clearly and concisely, both verbally and in writing;
- Ability to formulate and express ideas on complex technical subjects clearly and concisely to nontechnical audiences;
- Ability to analyze complex issues and data and develop feasible solutions;
- Ability to work independently with very little direction and prioritize and manage time well;
- Ability to organize work in order to meet deadlines of multiple projects and achieve desired work results;
- Ability to work with diverse groups and individuals while pursuing common goals;

- Ability to travel throughout the state; and,
- Ability to lift 50 pounds of equipment.

The Idaho Courts reserve the right to consider an equivalent combination of education, training, and/or experience necessary to successfully perform the major duties and responsibilities of the position.

Special Note

The Idaho Courts reserve the right, depending on the qualifications of the applicant, to offer the position of Sr. Network Analyst at a higher salary range (up to $85,902).

The Sr. Network Analyst requires in-depth knowledge and experience of the field. The incumbent is an expert within the discipline and proactively identifies and solves the most complex problems. The incumbent exercises independent judgment based on policies, procedures, and business plan. Work is performed independently with minimal guidance.

The Senior Network Analyst performs all the duties of the Network Analyst but is differentiated from the Network Analyst by the following responsibilities and requirements:
- Acts as the lead analyst on division projects;
- Provides guidance to users with less experience;
- Provides architectural, engineering, and performance management services for all network-related projects and/or equipment; and
- Provides input to management regarding network issues and solutions.
- At least seven years of experience as a Network Analyst; and
- Cisco Certified Network Associate (CCNA) preferred.

Application Instructions

If interested in being considered for this position, please complete the application on our website at www.isc.idaho.gov/careers and submit it, along with your cover letter and résumé, to hr@idcourts.net or to the Idaho Judicial Branch, Human Resources Office, P.O. Box 83720, Boise, ID 83720-0101*. **This position is open until filled.**

The Idaho Courts are an equal opportunity employer. Hiring is done without regard to race, color, national origin, sex, age, religion, socioeconomic status, sexual orientation, gender identity, disability or any other applicable legally protected status. In addition, preference may be given to veterans who qualify under state and federal laws and regulations