



TRANSFER/PROMOTIONAL OPPORTUNITY

NETWORK ANALYST – ASSOCIATE

Municipal Court

THE PURPOSE: The Network Analyst – Associate is responsible for the day-to-day administration and ongoing management of the Municipal Court’s WAN (Wide Area Network). The Network Analyst will also serve as a programmer for the Municipal Court’s case management computer system and will be responsible for the construction and ongoing development of the Municipal Court website.

ESSENTIAL FUNCTIONS:

- Manage the daily operation of network hardware and software to ensure optimum performance and interconnectivity between the Municipal Court and other agencies
- Perform programming within the Municipal Court’s proprietary case information system (CATS) and participate in the ongoing development of the CATS system
- Assist in the development of the Municipal Court’s website and implement technical enhancements to continuously improve the online functionality of the website
- Assist in the design and further development of the Municipal Court’s Wide Area Network
- Assist in the selection of new hardware and software
- Install and configure network equipment
- Provide technical support to end users
- Provide technical training to end users
- Develop and document network, equipment, and activity standards
- Manage the reporting software, use software to produce reports from the CATS system
- Manage network software and utilities, including data backups and antivirus protection
- Perform other job-related duties as assigned

NOTE: The Network Analyst - Associate must be available during non-standard business hours to address emergencies and to perform technical work.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. At least 3 months experience and current status as a regularly appointed employee of the City of Milwaukee or Milwaukee Public Schools.
2. Three years of experience in local and wide area network installations, maintenance, repair, and related technical and software functions and concerns, including experience with Microsoft networks or other experience performing duties related to this position.
3. Associate’s Degree in Information Management, Computer Science, Mathematics, Business Administration, or a closely related field from an accredited college or technical school.
3. Microsoft Certified Systems Engineer (MCSE) certification and one other job-related certification.
4. Residency in the City of Milwaukee within six months of appointment and throughout employment.

Equivalent combinations of education and experience may also be considered.

DESIRABLE QUALIFICATIONS

- Programming experience

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- ◆ Knowledge of Microsoft server operating systems
- ◆ Knowledge of network hardware

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- ◆ Website development skills
- ◆ Training skills
- ◆ Analytical skills
- ◆ Documentation skills
- ◆ Interpersonal skills

THE CURRENT SALARY RANGE IS (598): \$52,170 to \$63,366 annually. Future career progression to the Network Analyst – Senior position is possible. The current salary range (591) for the Network Analyst – Sr. position is \$58,421 – \$70,987.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related training, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the hiring department reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

APPLICATION PROCEDURE: You may obtain applications and further information in person or by mail from the City of Milwaukee, Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee WI 53202-3554, by visiting our web site at www.milwaukee.gov/der, or by calling 414-286-3751.

All completed applications and resumes should be returned to: Ms. Jane Tabaska, Milwaukee Municipal Court, 951 N. James Lovell St., Milwaukee, WI 53233-1429 by January 25, 2008.

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