

### Reclassification

Ministry

Service Alberta

#### Describe: Basic Job Details

##### Position

Position ID

Position Name (30 characters)

Network Analyst

Current Class

Systems Analyst Level 1

Requested Class

Job Focus

Corporate Services

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

##### Employee

Employee Name (or Vacant)

##### Organizational Structure

Division, Branch/Unit

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

#### Design: Identify Job Duties and Value

##### Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

##### Job Purpose and Organizational Context

Why the job exists:

The Technical Services Unit manages, operates, and evolves the information management technology (IMT) infrastructure and productivity tools, and manages the overall provision of technical services including servers, network, storage, security, data centres and shared IT facilities for the Government of Alberta (GoA). This work is done both physically and logically in hybrid data centres existing on government

premises and in the cloud.

The network operations team provides critical support for three on-prem enterprise core data centres; two in Edmonton and one in Calgary. Critical support is also provided to cloud hosted services located in Azure, AWS, and GCP. These datacentres comprise of; Cisco ACI and Cisco Nexus Datacentre switches, Cisco ASA and Cisco Firepower firewalls. The datacentres host 7000+ servers, 1500+ GoA applications, and 194 classified critical applications.

The network operations teams also supports the GOA Shared network environment, which provides 30,000+ VPN connections for GoA staff working from home, or remote locations. Support also spans 500 + locations and approximately 5000 + network devices (wired Cisco Catalyst switching, and Cisco wireless access points); coordination of SuperNet related issues, and provides Internet Service for all 27 Government of Alberta Ministries and their Agencies, Boards and Commissions. This spans 700 + locations throughout the Province.

Reporting to a Team Lead, Network Operations, this position delivers technical analysis, design, implementation, support and operations of IMT services and projects. Work performed will utilize IT Incident, Problem, Change, Project, Service and Capacity Management principles to achieve innovative solutions to a variety of complex problems. This position will work with and receive guidance from a team of analysts within the Technical Services unit. This position will operate mostly on existing processes and scripts, but may be called upon to use their best judgement in working on incidents and changes.

Finally, the incumbent is required to acquire and maintain an enhanced or where necessary a top-secret security clearance and be prepared to undertake call-out assignments as necessary.

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Provides information technology development, maintenance and support services to clients by:

- Monitoring and maintaining the underlying technology (i.e. Routers, switches, firewalls, and wireless devices/appliances and applications) that is supported by the team.
- Work with team on the entire life cycle of network services: development, installation, maintenance/operations, and decommission.
- Work with senior analyst on planning, scheduling, communicating and implementing changes related to the services/products supported by the team.
- Work tasks which are identified, organized, prioritized and scheduled by senior staff.
- Work on risks or issues identified by senior staff and work with them to update and upgrade the services supported by the team accordingly.
- Preparing service requests and providing background information for vendor/service providers and ensuring that work is performed to standards.
- Work with new junior staff with problem solving or technical issues.
- Work with senior staff on the implementation of business plans, goals, objectives, strategies and targets.
- Work with team to improving service and enhancing customer relations.

2. Provide technical support for various applications by:

- Work with senior analyst on recommending changes or enhancements for applicable information technology services/products to the Team Lead.
- Understanding, interpreting, transferring, translating and resolving customer, system, application and procedure requirements or problems relating to various products and services, resulting in improved process functionality.
- Performing regular maintenance, upgrades and administrative functions to improve performance of various systems.
- Following administrative standards as set out by the Team Lead or agreed upon by the team.
- Applying change management procedures for any application, environment and enhancement changes, and implementing approved changes as assigned.

- Providing technical assistance, training, guidance and mentoring for less experienced or new analysts.
  - Creating and/or maintaining any current documentation for new and existing systems as required and for review by senior analyst.
  - Participating in evaluating, selecting and testing new hardware and software.
  - Providing training to users as required.
  - Work with senior analyst on planning and providing information to help Technology and Innovation continually improve the delivery of services and /or develop new service initiatives.
  - Support various coordination initiatives, ensuring service and management between bundles is successful.
  - Discussing client requirements and/or issues and being able to action that into resolution to the clients satisfaction.
  - Managing requests by prioritizing calls/service based on client needs, overall requests and available resources.
  - Work with senior analyst in the participation of implementing business plans, goals, objectives, strategies and targets.
  - Improving service and enhancing customer relations.
  - Working with consultants, vendors and support groups.
3. Provide system reporting development and support by:
- Interpreting the reporting requirements that come in through various methods from all levels of clients and users and translating that into a report.
  - Maintaining any existing reports as required.
  - Adhering to the reporting standards as set by the Team Lead or agreed upon by the team.
  - Maintaining database reporting as required.
4. Assist with project management processes by:
- Completing assigned accountabilities in a timely manner.
  - Identifying, organizing, prioritizing and scheduling individual tasks. Ensuring that any individual tasks stay within the timelines.
  - Working with senior analyst when aiding user groups and steering committees to help define project requirements.
  - Working with Team Leads to help build and design forms and workflows to fit Information Technology Infrastructure Library (ITIL) Standards.
  - Assisting with the examination of new technologies with potential application within the Government of Alberta business environment; assessing technology viability through testing or piloting and; evaluating the impact of and opportunities for economic and/or innovative applications in government.
  - Assisting the Team Lead with all phases of the project.
  - Assisting the Team Lead in managing the relationship with the supplier or vendor at the working or operational level to coordinate various activities (i.e. coordinating change requests, service enhancements, troubleshooting problems).
  - Assisting the Team Lead or other senior resources in reviewing and recommending approval/revision to all change or enhancement requests for the services delivered under the contract.
5. Stays current with technological developments in infrastructure services, cloud technologies and user support practices.

## Problem Solving

Typical problems solved:

- Change, Incident and problem management within an ICT environment supporting 30,000+ GoA users and hundreds of critical public services requires advanced problem solving skills.

This position will create and maintain IMT services used within the Government of Alberta and by the general public.

Types of guidance available for problem solving:

This position is largely expected to work independently, but has significant access to resources including:

- existing technical documentation
- peers within the team and their team lead and management
- expert support from vendor support desks and account teams.
- access to the Internet and vendor knowledge bases

Direct or indirect impacts of decisions:

This position works with some direction, applying good discretion when making decisions. Some latitude is afforded when making decisions, providing recommendations, planning, initiating and completing work based on business expectations and technology requirements.

Decisions made can impact critical core network infrastructure service delivery and impact multiple ministries. Key decisions are made during active troubleshooting of an incident and planning and implementing changes to the IMT services.

### Key Relationships

Major stakeholders and purpose of interactions:

GoA staff (clients and customers) - Requirements gathering, problem resolution, providing guidance and recommendations.

Technical Services Team Peers (colleagues) - Knowledge exchange, technical assistance, project team interactions

ISM and TSO Peers - Information sharing, collaboration for complex service design, implementation and maintenance.

Vendors - Support, research, learning and design.

### Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Other		

If other, specify:

Computer related discipline

Job-specific experience, technical competencies, certification and/or training:

Positions at this level work with other IT professionals, senior analyst, and are assigned to project duties that require thorough knowledge of computer science concepts and methodologies (software, infrastructure, programming, network and mainframe products, and systems management). Knowledge of network routing protocols specifically related to (OSPF, BGP, EIGRP), as well as knowledge of SDWAN technology. This theoretical knowledge is typically gained through a post secondary degree in computer sciences or related program and two years of hands on related experience (four years of related experience is required if an employee has a related diploma).

Knowledge of Government IT policies and legislation and an understanding of its application on related assignments.

Understanding of project management concepts and processes.

The ability to work well in a team environment, take direction, mentor junior employees and work within deadline constraints is essential.

Strong communication skills are required to explain IT concepts, consult with stakeholders and provide guidance.

Briefly describe any knowledge or skills/abilities specific to the position not already covered.

### Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes a long-term view towards organization's objectives and how to achieve them: • Takes holistic long-term	

		<p>view of challenges and opportunities</p> <ul style="list-style-type: none"> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	
Develop Self and Others	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Seeks out learning and knowledge-sharing opportunities:</p> <ul style="list-style-type: none"> <li>• Reflects on performance and identifies development opportunities</li> <li>• Takes initiative to stay current</li> <li>• Shares with the team even when not asked</li> <li>• Actively coaches and mentors direct reports</li> </ul>	
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and</li> </ul>	

		takes action in uncertain situations and creates a backup plan	
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### Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

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### Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

_____	_____	_____
	Date yyyy-mm-dd	

_____	_____	_____
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature

_____	_____	_____
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature

_____	_____	_____
ADM Name	Date yyyy-mm-dd	ADM Signature

_____	_____	_____
DM Name	Date yyyy-mm-dd	DM Signature