

CITY OF CHATTANOOGA

Classification Specification Title: Radio Network Analyst

Department: Fire

Pay Grade: GS.08

Supervision Received From: Dir. Wireless Communication

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 10/1/18

Revision Dates: 4/4/25;

10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for supervising the day to day operations of the regional public safety radio network maintenance personnel, and providing advanced technical assistance with the development, security, maintenance and upkeep of radio network operations, including design, implementation, troubleshooting and documentation of multi-protocol networks. Duties include reviewing, planning and evaluating network systems; providing documentation/project tracking and management reporting and providing tactical and strategic input on overall network planning and related projects. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL: The Network Analyst is the third level of a five-level network series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises the day-to-day activities of applicable division maintenance and personnel which includes planning, coordinating, administering and evaluating programs, projects, processes, procedures, systems and standards; ensuring compliance with federal, state and local laws, regulations, codes and/or standards; coordinating activities between multiple service areas and working to integrate and coordinate service areas.

Participates in forecasting, preparing and administering division budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures and manages financial operations.

Monitors the status of work in progress and inspects completed work; assists with complex problems and situations and provides related technical expertise.

Monitors division inventory of equipment, tools, parts and supplies; determines need for new tools and equipment; receives purchase requests and initiates orders for new/replacement items.

Assists in the development; design and organization of multi-protocol and RF networks; oversees the installation and configuration of network components, peripherals, software and related equipment; configures as necessary to ensure communication between components; evaluates;

implements remote network access; participates in the implementation of data communications system changes and upgrades and documents network configurations.

May take the lead role in network projects; substitute for the network manager; supervise less senior network technicians in the troubleshooting and/or project completion process.

Monitors network security; firewalls and other security hardware and software; oversees the configuration of the network to ensure integrity and identify any potential holes in network security.

Assists with purchasing and acquisition for network components and services; contact vendors regarding new technology; prepares specifications and bid documents; participates in the review and evaluation of competitive bids.

Assists network manager with short-term and long-term planning for network operations; works with end-users to understand utilization and networking needs.

Recommends alterations and future enhancements of land mobile radio communication system to meet changing and expanding user needs and researches new technologies.

Assists with the development of policies, procedures and standards pertaining to network operations.

Receives, prepares and processes a variety of reports, correspondence, inventories and other documentation as necessary to carry out job responsibilities and comply with departmental or city procedures.

Participates in/on a variety of meetings, conferences, training sessions and/or other related groups in order to receive and convey information.

Carries and answers cell phones for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS: Four (4) year degree in Computer Science, Electrical Engineering, Information systems, Industrial Electronics or Electronics Technology or equivalent military, vocational/technical training; four (4) years of professional experience in land mobile radio, data communications, networking, troubleshooting and repair; or two (2) years of professional experience inland mobile radio, data communications, networking, troubleshooting and repair, supplemented by the necessary years of education/technical training in land mobile

radio, and data communications from the Military or an accredited institution for a total of four (4) years of education, training and/or experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: ETAi – Associate Electronics Technician (CETa) FCC - General Radio Operator's License (GROL) ETAi – Wireless Communications Electronics Technician (WCM/TRN) CompTIA - Network+ (with in one year of hire), or equivalent certifications from a similar certifying body. Valid Driver's License required.

KNOWLEDGE AND SKILLS:

Knowledge of network systems; technical support practices and customer service principles. Skill in using a computer and related software applications; designing, implementing, troubleshooting and documenting multi-protocol networks microwave networks and land mobile radio devices; reviewing, planning and evaluating network systems; preparing documentation and project tracking reports; monitoring network security; installing applicable hardware and software; planning network layouts; configuring networks; coordinating project activities; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.