Human Resources
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Network Analyst

JOB CODE	JOB FAMILY	PROFILE
JCP227	**Information Technology**	**Network Analyst**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$26.96 - $41.80**	**August 4, 2026**

The Network Analyst performs professional duties in the analysis, development, maintenance, and administration of computer hardware and software systems to support business needs. Responsibilities may include: monitoring and managing servers and infrastructure; configuring and maintaining network and telecommunications systems; consulting with departments to identify technology solutions; translating business requirements into technical deployments; providing systems support and maintenance; and programming with object-oriented languages. This position receives training and applies professional-level skills to support and enhance County technology operations.

Job Description

DUTIES AND RESPONSIBILITIES

- Analyze, design, implement, and maintain hardware and software systems based on organizational requirements.
- Provide professional level support for software and hardware issues; consult with departments to evaluate needs and recommend appropriate technology solutions.
- Prepare and maintain technical documentation, procedural plans, reports, and correspondence; participate in meetings, trainings, and project teams as assigned.
- Administer departmental Local Area Networks (LANs); manage user access, configure software, and coordinate connections with the County's Wide Area Network (WAN).

- Design, install, and configure network infrastructure including switches, wireless equipment, cabling, hubs, and peripherals.
- Monitor network performance and security; detect and resolve security issues; review logs for potential intrusions; assess and recommend improvements for network performance and disaster recovery readiness.
- Troubleshoot and resolve network problems and failures; implement effective technical solutions.
- Evaluate, test, and implement system and network upgrades to optimize functionality and performance.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Computer Science, Information Systems, or a related field.
- Zero (0) years of work experience.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMTION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Provides after hours technology support as assigned.
- Occasional evenings, holidays, and/or weekend work may be required.
- Work is typically performed in an indoor office environment but occasionally requires travel to other locations.
- Work environments may include noise, dust and/or unpleasant odors, and may occasionally require work in confined spaces.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Various types of paperwork and forms are handled in the performance of duties.