Human Resources
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Network Analyst Senior

JOB CODE	JOB FAMILY	PROFILE
JCP331	**Information Technology**	**Network Analyst Senior**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$63,648.00 - $98,654.00**	**August 28, 2026**

The Network Analyst Senior performs professional duties related to the analysis, development, maintenance, and administration of computer hardware and software systems to meet business needs. Performs functions such as monitoring and administering servers and related platforms, maintaining, configuring, and monitoring network and/or telecommunications infrastructures and related system components. Consults with departmental customers to identify and analyze business functions that can be improved through the implementation of new hardware and/or software solutions. Translates business requirements into system deployments. Performs professional-level systems maintenance, customer support duties, and programming using object-oriented languages. May serve as a project manager for routine systems-related projects that are small to medium in size and require limited staff and resources. Performs other related duties as assigned.

Job Description

DUTIES AND RESPONSIBILITIES

- Analyze, plan, determine requirements, design, build, customize, test, implement, maintain, and/or enhance a variety of hardware and software systems.
- Provide professional customer support for system-related software and hardware issues, needs, or requirements; interact with clients to analyze system requirements and recommend technology solutions to improve operations.
- Prepare technical documentation, procedural plans, reports, correspondence, and other documents.
- Serve as the main client interface on assigned technology projects that are small to medium in size and require limited staff and resources; review recommendations with clients and receive approval to proceed; coordinate

project activities with vendors and internal technology staff; maintain effective communication with users regarding vendor activities, problems, status, timelines, and other details; ensure compliance with County specifications and drive resolution of project-related issues; monitor project budget and scope to ensure they remain within agreed-upon parameters; review final outcomes with clients to obtain sign-off that all work has been conducted in accordance with client requirements.

- Provide after-hours technology support as assigned.
- Participate in committees and task forces; attend meetings, conferences, and training sessions.
- Perform other job-related duties as required or assigned.
- *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 related field.
- Two (2) years of increasingly responsible work experience in functional areas of general operations, services, concepts, terms, and activities common to a comprehensive, state-of-the-art information systems; principles, methods and techniques used in designing, developing, testing and implementing computer hardware and software systems, data processing techniques to include the types of hardware and software currently used to process data with different levels of complexity; or information system development lifecycle and design principles using flowcharting techniques and prototype development tools.

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

SUPPLEMENTAL INFORMATION

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

- 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.
- Occasional evenings, holidays, and/or weekend work may be required.

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.