



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
POSITION DESCRIPTION**

TITLE:	<b>Network Engineer</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>Information Technology</b>	CLASSIFICATION:	<b>Non-Administrative Classified Technical</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Non-Exempt</b>	WORK YEAR: HOURS:	<b>12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned</b>
APPROVED: Board Commission		SALARY GRADE:	<b>Schedule: 56 Range: 69</b>

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, recommend, design, install, maintain and administer local and wide area network (LAN, WAN) computer systems and peripherals; provide technical assistance to department and site personnel in the operation of software, hardware and peripherals; analyze, troubleshoot and correct complex network protocol and security issues.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Analyze, isolate and troubleshoot complex hardware, software and network issues including software applications errors, hardware/software errors, communications errors, network address conflicts and other malfunctions
- Deploy and maintain the District's wireless network, backup, and antivirus systems
- Installation and troubleshooting of computer workstations
- Interact with vendors for the recommendation, purchase, maintenance and repair of equipment
- Maintain and configure District Data Center equipment, including: Servers, Virtual Machine infrastructure (VMWare, Hypervisor, etc), cloud computing instances, backup and disaster recovery
- Maintain current knowledge of technological advances in the field
- Maintain network system and infrastructure documentation and architecture diagram
- Maintain District Directory Services (such as Microsoft Active Directory and Google G Suite) user provisioning, maintenance functions, problem resolution, create system/user provisioning scripts, create users, groups, and establish access levels
- Maintain, configure and administer District-wide WAN (wide area network) and LAN (local area network); perform system administration duties; configure workstations for network access; assign IP (internet protocol) addresses, run network cabling; and monitor network security
- Meet with personnel to analyze and determine data communications, hardware and software needs; recommend and implement strategies to improve network performance, security and productivity; assist in the design and development of network services architecture and implementation of new network systems
- Monitors and configures all District network infrastructure, including: configuration of routers and switches on the local and wide area networks, firewall configuration, wireless infrastructure, content filtering, DHCP (dynamic host configuration protocol) servers and IP addressing, DNS (domain name system) servers, and related network systems.
- Monitors energy management and security camera systems, detecting, where possible, network connectivity failures.
- Operate laptop and desktop computers and assigned software; utilize cable testers and power tools
- Operate a motor vehicle in the performance of these duties
- Operates and controls computer based systems, such as but not limited to, energy management systems, security cameras, and access control systems.
- Participate in the development and maintenance of security systems for network equipment including internal and external network security
- Provide technical assistance to department and site personnel in the operation of software, hardware and peripherals
- Provide technical assistance for the District's help desk to solve end users' technical requests

ESSENTIAL DUTIES *(continued)*

- Responsible for administering and configuring network security as related to user accounts, VPN, anti-virus, and password controls.
- Under the direction of supervisor, plan and document network architecture to support current needs of District
- Update and upgrade software/firmware for servers and network equipment
- Works with departments attaching IoT (internet of things) devices to the network to ensure the security of network, data and device security is maintained
- Perform related duties as assigned by supervisor

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