Job Template: Network Construction Administrator 1

Occupational Group	Information Technology	
Job Family	IT Networks	
Job Path	Network Construction	
Job Title	**Network Construction Administrator 1**	
Job Category: P	**Job Level: 4**	
FLSA Status: E	**Job Code: E10000**	

P4: Level Standards

GENERAL ROLE

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence. Positions at this level may supervise student or support employees.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
- Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Received*
- Works under direction.

→ *Context of Decisions*
- Decisions should involve selecting an approach from among alternatives, timing when certain tasks should be performed, determining how to best use available resources, and other similar choices.
- Decisions require more coordination and collaboration among different sources, taking into consideration the roles and impact on work outside the immediate organization.

→ *Job Controls*
- Has the latitude to make decisions on projects that they are accountable for delivering on.
- Free to plan and carry out all phases of work assignments.

Job Template: Network Construction Administrator 1

Occupational Group	Information Technology
Job Family	IT Networks
Job Path	Network Construction
Job Title	**Network Construction Administrator 1**
Job Category: P	**Job Level: 4**
FLSA Status: E	**Job Code: E10000**

COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*
- Assignments are defined as less reoccurring or cyclical tasks, and primarily consist of development or refinement of programmatic or administrative objectives.

→ *Course of Resolution*
- Resolution and project completion require substantial planning and scheduling within the department in order to obtain and align resources when and where needed.

→ *Measure of Creativity*
- Problems are not amenable to strict technical resolution, requiring innovative thinking.

COMMUNICATION EXPECTATIONS

→ *Manner of Delivery and Content*
- Regularly provides information on finished materials to others.
- Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views.

SCOPE AND MEASURABLE EFFECT

- Incumbents may supervise a small homogenous department, with proportionate responsibility to perform daily responsibilities similar to the work of subordinate staff.
- Actions typically affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
- Incumbents are typically designated as a lead or frequently assigned project leadership roles within a specific administrative/programmatic function or specialty area.

Job Template: Network Construction Administrator 1

Occupational Group	Information Technology
Job Family	IT Networks
Job Path	Network Construction
Job Title	**Network Construction Administrator 1**
Job Category: P	Job Level: 4
FLSA Status: E	Job Code: E10000

- Generally, have a more direct impact on a larger action or process, such as serving as an approver in a process, where the process is "owned" by a different work unit.

Job Template

GENERAL SUMMARY

Coordinates activities for technical staff and contractors in the delivery of University telecommunications, network, and information technology (IT) services. Ensures adherence to task scope, design, schedule, and budget meet University requirements.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under the direction of a supervisor or manager. Facilitates project-specific teams of specialists and subject matter experts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Prepares project estimates based on requirements and assists with applicable capital budget requests.

- Performs site surveys and needs assessments for network and related IT systems or service requests.

- Accountable for all aspects of the facilitation, delivery, and installation of network systems and services to meet ad hoc requests, minor building and utility renovations and installations.

- Attends and documents scope meeting with University and/or outsourced design professionals, (e.g. Architects, Engineers) for University-administered projects.

- Coordinates daily activities in support of ad hoc requests, minor projects, and quality and code inspections.

- Monitors the quality of work, safety, budget, and timelines of projects, in accordance with policies and priorities.

- Facilitates necessary communication and coordinates with University departments to ensure uninterrupted continuity during all project phases on matters related to department specific interests and scope of responsibility (e.g. parking, environmental concerns).

Job Template: Network Construction Administrator 1

Occupational Group	Information Technology
Job Family	IT Networks
Job Path	Network Construction
Job Title	**Network Construction Administrator 1**
Job Category: P	**Job Level: 4**
FLSA Status: E	**Job Code: E10000**

- Coordinates the work and activities of assigned staff, team members, subject matter experts, contractors, and vendors.

- Maintains and verifies accuracy of documentation and administrative systems.

- Performs related work as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field

- Two years of related experience in the design, planning, estimation, specification and management of telecommunication network /information technology infrastructure.

OR

- Four years of experience in telecommunications infrastructure design, installation, testing and commissioning.

- Two years of related experience in the design, planning, estimation, specification and management of telecommunication network /information technology infrastructure.

COMPETENCIES

Knowledge of:

- Facilities and operating environment requirements for network and information technology
- Information technology and network infrastructure standards, methods and procedures
- Project and construction management
- Building and professional codes
- Microsoft Office and related software applications

Skill in:

- Planning and organization
- Troubleshooting
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Maintain accurate records and produce summary reports
- Design and interpret blueprints and specifications

Job Template: Network Construction Administrator 1

Occupational Group	Information Technology
Job Family	IT Networks
Job Path	Network Construction
Job Title	**Network Construction Administrator 1**
Job Category: P	**Job Level: 4**
FLSA Status: E	**Job Code: E10000**

- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management

Job Template: Network Construction Administrator 2

Occupational Group	Information Technology
Job Family	IT Networks
Job Path	Network Construction
Job Title	**Network Construction Administrator 2**
Job Category: P	**Job Level: 6**
FLSA Status: E	**Job Code: E10001**

P6: Level Standards

GENERAL ROLE

This level is accountable for serving in a highly advanced capacity in an area of specialization. The advanced resource capacity must be distinct from the regular or most common provision of work within the area of specialization. Positions at this level are not reflective of the majority of the workforce, but instead the most advanced functions within an area of specialization.

Incumbents:

- Serve in a subject leader and consultative capacity within an area of expertise.
- Set goals and objectives for team members to meet project initiatives and standards.
- Distribute project work.
- Evaluate and monitor the accuracy, quality, quantity, and timeliness to meet project milestones and objects.

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Receive*d
- Works under direction.
- Seeks approvals when significant changes to process steps are considered and additional resources for task completion are required.

→ *Context of Decisions*
- Decisions are driven by departmental policy and procedures.
- Incumbents understand the smallest details of an assigned area.

→ *Job Controls*
- Free to plan and carry out all phases of work assignments, including the oversight of project staff.
- Has the latitude to make daily operational project decisions.

COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*

Job Template: Network Construction Administrator 2

Occupational Group	Information Technology
Job Family	IT Networks
Job Path	Network Construction
Job Title	**Network Construction Administrator 2**
Job Category: P	**Job Level: 6**
FLSA Status: E	**Job Code: E10001**

- Issues are readily identified but cannot be understood and fixed in simple cause-effect terms.
- Variables affecting the problem are generally known.

→ *Course of Resolution*
- Utilizing an understanding of best practices and the way similar units run elsewhere, convincingly recommends, develops, and implements capital and process improvements to the area.

→ *Measure of Creativity*
- Problems require integrative solutions such as how technologies, processes, resources, and people all fit together

COMMUNICATION EXPECTATIONS

→ *Manner of Delivery and Content*
- Deliver statements and information in a combined persuasive and motivational fashion to subordinate staff, departmental and University administrators, and the campus community as a whole.

SCOPE AND MEASURABLE EFFECT

- Serve as a lead over major projects within a specific administrative/programmatic function or specialty area requiring specialized education.
- Actions regularly affect a department or an office-centric outcome with departmental impact.
- Actions generally have a direct impact on controlling such things as nature of work and scope of services.
- Actions may have high-risk financial, compliance, political or safety implications.
- Performance results tend to relate to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

Job Template: Network Construction Administrator 2

Occupational Group	Information Technology
Job Family	IT Networks
Job Path	Network Construction
Job Title	**Network Construction Administrator 2**
Job Category: P	Job Level: 6
FLSA Status: E	Job Code: E10001

Job Template

GENERAL SUMMARY

Coordinates telecommunications, network, and IT project development and implementation for primarily moderate to large architectural, engineering, and IT projects. Ensures adherence to project scope, design, schedule, and budget to meet University requirements.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under the general direction of a supervisor or manager. Facilitates or leads project-specific teams of specialists and subject matter experts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Develops project budgets and assists with appropriate capital budget requests.

- Accountable for all IT aspects of moderate to large building and utility renovations and installations.

- Conducts scope meeting with University and/or outsourced design professionals (e.g. Architects, Engineers) for University-administered projects.

- Prepares designs, plans, estimates, and writes specifications of projects within specialty area.

- Coordinates contract administration of minor projects from pre-construction design or bidding phase to construction completion and acceptance.

- Prepares and submits regulatory permits on assigned University projects, ensuring code compliance of all assigned projects related to construction management or facilities operations.

- Serves as a resource in matters regarding project scope, design, planning, budget, cost analysis, and regulatory compliance issues.

- Monitors the quality of work, safety, budget and timely completion of projects, in accordance with policies and priorities.

Job Template: Network Construction Administrator 2

Occupational Group	Information Technology
Job Family	IT Networks
Job Path	Network Construction
Job Title	**Network Construction Administrator 2**
Job Category: P	**Job Level: 6**
FLSA Status: E	**Job Code: E10001**

- Facilitates necessary communication and coordinates with University departments to ensure uninterrupted continuity during all project phases on matters related to department specific interests and scope of responsibility (e.g., parking, environmental concerns)

- Leads the work and activities of assigned staff, team members, subject matter experts, contractors, and vendors.

- Conducts research and analysis to develop plans and technical reports. Reviews and interprets technical, environmental, economic, and legal information.

- Maintains and verifies accuracy of documentation and administrative systems

- Performs related work as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field

- Four years of experience in telecommunications infrastructure design, installation, testing and commissioning

OR

- Four years of related experience in lead role in the design, planning, estimation, specification and project management of telecommunication network /IT infrastructure

- Four years of experience in telecommunications infrastructure design, installation, testing and commissioning

COMPETENCIES

Knowledge of:

- Facilities and operating environment requirements for network and information technology
- Information technology and network infrastructure codes, standards, methods and procedures
- Project and construction management
- Building and professional codes
- Designing and building capital projects
- Microsoft Office and related software applications

Skill in:

Job Template: Network Construction Administrator 2

Occupational Group	Information Technology
Job Family	IT Networks
Job Path	Network Construction
Job Title	**Network Construction Administrator 2**
Job Category: P	**Job Level: 6**
FLSA Status: E	**Job Code: E10001**

- Planning and organization
- Troubleshooting
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Maintain accurate records and produces detailed reports
- Design and interpret blueprints and specifications
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Design drawings, write specifications, with details, and maintain shop records
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management

Job Template: Network Construction Administrator 3

Occupational Group	Information Technology
Job Family	IT Networks
Job Path	Network Construction
Job Title	**Network Construction Administrator 3**
Job Category: P	**Job Level: 7**
FLSA Status: E	**Job Code: E10002**

P7: Level Standards

GENERAL ROLE

This level is accountable for serving in an expert resource capacity in an area of specialization. Positions at this level are not reflective of the majority of the workforce, but instead the most complex functions within an area of specialization.

Incumbents:

- Serve in a subject leader and consultative capacity within an area of expertise.
- Provide analytical, technical, and advisory support to leaders and decisions makers within the same disciplinary track.
- Lead projects or initiatives within the specific area of expertise, to include leading vendors or cross-functional departments or teams.
- Research and apply better ways to effectively achieve end results by, for example, arranging/rearranging the way work is performed, changing elements of processes, and adding or deleting new or unnecessary capabilities/functionalities as needed.
- Set project objectives, immediate- and/or long-term, as a means to fulfill project initiatives.

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Received*
- Works under general direction.
- Seeks assistance only when unique situations arise, coupled with financial impact to the division and political consequence.

→ *Context of Decisions*
- Work is focused on and regulated by specific department/division goals and milestones.

→ *Job Controls*
- Act based on own judgement as long as actions adhere to division policies and operating procedures, and remain focused on the department and division objectives and missions.
- Subject to managerial controls through conferences, review of reports, and occasional on-site visits or check-ins.

Job Template: Network Construction Administrator 3

Occupational Group	Information Technology
Job Family	IT Networks
Job Path	Network Construction
Job Title	**Network Construction Administrator 3**
Job Category: P	**Job Level: 7**
FLSA Status: E	**Job Code: E10002**

- Managerial controls are exercised on the incumbent for matters of intermediate- and long-range planning, budgetary, and human resources based matters.

COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*
- Problems are unique and unexpected.
- Challenges for problems arise due to lack of precedent.

→ *Course of Resolution*
- Problems require response/adaptation to changing conditions or circumstances, necessitating enterprise and new approaches with broad impacting effects.
- Problem resolution should regularly require collaboration and coordination with units internal to the division, with occasional collaboration and coordination outside the division.

→ *Measure of Creativity*
- Incumbents are regularly required to develop new methods/methodology for evaluation and implementation plans for new initiatives.

COMMUNICATION EXPECTATIONS

→ *Manner of Delivery and Content*
- Deliver statements and information in a combined persuasive and motivational fashion to subordinate staff, departmental and University administrators, and the campus community as a whole.

SCOPE AND MEASURABLE EFFECT

- Serve as an expert on specific subject matter evidenced by regularly researching and producing reports (e.g., white papers) on technical matters of systematic importance and consulting with managers throughout the division/University on specific issues in the position's area of expertise.
- Actions regularly affect a departmental outcome with division-wide impact.

Job Template: Network Construction Administrator 3

Occupational Group	Information Technology
Job Family	IT Networks
Job Path	Network Construction
Job Title	**Network Construction Administrator 3**
Job Category: P	**Job Level: 7**
FLSA Status: E	**Job Code: E10002**

- Actions have a direct impact on controlling such things as project scope, team size and nature of assignments, operating budget, etc.
- Actions may have high-risk financial, compliance, political, or safety implications.
- Performance results tend to be related to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

Job Template: Network Construction Administrator 3

Occupational Group	Information Technology
Job Family	IT Networks
Job Path	Network Construction
Job Title	**Network Construction Administrator 3**
Job Category: P	**Job Level: 7**
FLSA Status: E	**Job Code: E10002**

Job Template

GENERAL SUMMARY

Oversees telecommunications, network, and IT project development and execution for primarily large and complex architectural, engineering, and IT projects. Ensures adherence to project scope, design, schedule, and budget to meet university requirements. Performs network infrastructure capacity planning and designs for University projects.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under the general direction of a supervisor or manager. Facilitates or leads project-specific teams of specialists and subject matter experts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Develops project budgets and assists with appropriate capital budget requests.

- Accountable for all IT aspects of major or complex building and utility renovations and installations.

- Conducts scope meetings with University and/or outsourced design professionals (e.g. Architects, Engineers) for University-administered projects.

- Prepares designs, plans, estimates, and writes specifications of projects within specialty area.

- Coordinates contract administration of major or complex projects from pre-construction design or bidding phase to construction completion and acceptance.

- Prepares and submits regulatory permits on assigned University projects, ensuring code compliance of all assigned projects related to construction management or facilities operations.

- Serves as a resource in matters regarding project scope, design, planning, budget, cost analysis, and regulatory compliance issues.

- Monitors the quality of work, safety, budget, and timely completion of projects, in accordance with policies and priorities.

Job Template: Network Construction Administrator 3

Occupational Group	Information Technology
Job Family	IT Networks
Job Path	Network Construction
Job Title	**Network Construction Administrator 3**
Job Category: P	**Job Level: 7**
FLSA Status: E	**Job Code: E10002**

- Facilitates necessary communication and coordinates with University departments to ensure uninterrupted continuity during all project phases on matters related to department specific interests and scope of responsibility (e.g., parking, environmental concerns).

- Leads the work and activities of assigned staff, team members, and subject matter experts.

- Conducts research and analysis to develop plans and technical reports. Reviews and interprets technical, environmental, economic, and legal information.

- Maintains and verifies accuracy of documentation and administrative systems

- Performs related work as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field.

- Eight years of related experience in lead role in the design, planning, estimation, specification and management of network /IT, architecture and engineering projects.

COMPETENCIES

Knowledge of:

- Facilities and operating environment requirements for network and information technology
- Information technology and network infrastructure codes, standards, methods and procedures
- Project and construction management
- Building and professional codes
- Designing and building capital projects
- Microsoft Office and related software applications

Skill in:

- Planning and organization
- Troubleshooting
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Maintain records and produce complex reports

Job Template: Network Construction Administrator 3

Occupational Group	Information Technology
Job Family	IT Networks
Job Path	Network Construction
Job Title	**Network Construction Administrator 3**
Job Category: P	**Job Level: 7**
FLSA Status: E	**Job Code: E10002**

- Design and interpret blueprints and specifications
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Design specifications, drawings, details, and shop records
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management