

DATA COMMUNICATIONS ANALYST

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for planning, supervising, and coordinating data communications systems analysis programs used in Westchester Medical Center. Work involves conducting studies and analyses to subsequently recommend and participate in the implementation of the most efficient use of the data communications systems network. Supervision is exercised over Data Communications Specialists and Data Communications Specialist Trainees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists Data Communications staff in providing technical support to user departments with data communication equipment;

Confers with users of communications services to ascertain their data communications requirements, needs and objectives;

Coordinates technical procedures and requirements with the Systems Analysis, Programming and Computer Operations sections of the Information Systems Division;

Assists in the supervision of and conducts detailed data communications systems studies;

Conducts analytical studies of the costs of and use of equipment, telephone lines, and subsequent computer requirements;

Prepares network documentation, design specifications, operating instructions and procedural manuals for user departments;

Advises and instructs systems and programming staff in operational characteristics and capabilities of the electronic components of the network, theory and services;

Consults with vendors, the telephone company, communications and installation specialists regarding system requirements, problems or other issues effecting the network;

Confers with Information Systems Management on all aspects relating to future communication needs, plans and budget estimates;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of computer programming, operating systems, theory and function of computer hardware; good knowledge of the principles of electronic circuit and signaling; good knowledge of communications or basic electronic terminology; good knowledge of communications software; ability to plan and supervise the work of subordinate staff; ability to establish effective working relationships with user department staff; ability to communicate effectively both orally and in writing; ability to think logically; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; good judgement; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and six years of experience where the primary function of the position was technical experience in the data communications field.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to four years of the above stated experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Possession of a valid license to operate a motor vehicle in the State of New York will be required at the time of appointment.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.