

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365
Phone: (920) 496-7900
Fax: (920) 496-7490

APPLY ONLINE AT:
<http://oneida-nsn.gov>

A good mind. A good heart. A strong fire.

SECOND POSTING OPEN TO ALL APPLICANT

POSITION TITLE: Senior Telecommunications Analyst
POSITION NUMBER: 01973
DEPARTMENT: MIS
LOCATION: 909 Packerland Drive Green Bay WI
DIVISION: Internal Services
RESPONSIBLE TO: Manager of Network Services
SALARY: E07 \$60,783/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: December 18, 2020
CLOSING DATE: Until Filled
Transfer Deadline: December 29, 2020
Proposed Start Date: **As Soon As Possible**

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Assist in the design, installation, monitoring and management of network systems including PBX and key voice systems, voice mail systems, and associated adjunct telecommunications equipment and systems ensuring a high level of reliability, performance and availability. Provide system-level technical support of multi-user telecommunications system hardware and software, to include installation, analysis, operation, maintenance, training, and problem resolution. Manage complex networking and telecommunications projects and may lead or guide the work of other staff engaged in similar functions. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Assist in planning, design, installation, monitoring and management of network communication systems.
2. Assist with the recommendation, development, and documentation of appropriate department standard operating procedures for operation and maintenance of the Oneida Nation's communications network.
3. Apply formal project management techniques to manage complex networking projects.
4. Assist in the support of all Oneida business unit goals through efficient use of network communication systems.
5. Analyze, evaluate, and recommend systems which best meet the Oneida Nation's business needs.
6. Implement tools and processes to monitor the capacity, utilization and performance of the networks to ensure timely and reliable delivery of information.
7. Provide periodic project and performance management reports as required.
8. Identify, isolate, and resolve complex network system problems using a structured problem determination and resolution approach.
9. Maintain system documentation for the Oneida communications network to include system network diagrams, standards, device configurations, problem escalation routines, circuit documentation, etc.
10. Maintain adequate inventory of supplies for critical equipment.
11. Keep abreast of industry trends and technologies as they apply to the Oneida environment.
12. Assist in the designing, planning and implementing of structured wiring systems to support network systems.
13. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
14. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
15. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

JOB DESCRIPTION

Senior Telecommunications Analyst

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PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk, sit, stand, stoop, crouch, and crawl.
2. Occasionally lift and/or move up to one hundred (100) pounds.
3. Work is generally performed in an office setting with a moderate noise level.
4. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of network and communications technologies including communications protocols, Gateways, PBX, circuits, voicemail, mobile radios, paging systems, network switches, network operating systems, structured wiring systems (Copper/Fiber), carrier services, servers, and voice applications.
2. Skill in operating common office applications in a Microsoft Windows environment (Word, Excel, SharePoint, etc.)
3. Ability to read, interpret, as well as develop technical documents and procedure manuals.
4. Ability to analyze operational requirements and assess telecommunications technology and capacity requirements.
5. Ability to implement, test, troubleshoot, and maintain telecommunications software and hardware.
6. Ability to provide telecommunications systems training and user support.
7. Ability to exercise independent judgment.
8. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
9. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
10. Ability to work independently and meet strict timelines.
11. Ability to communicate efficiently and effectively both verbally and in writing.
12. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
13. Maintain strict departmental security, confidentiality and quality to meet professional standards of the department.
14. Must be willing and able to obtain additional education and training.
15. Must pass a pre-employment drug screening. Must adhere to the Oneida Nations Drug and Alcohol-Free Workplace Policy during the course of employment.
16. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nations Gaming Division.
17. A valid driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Law prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Industry recognized certifications which demonstrate core technical and business skill competencies (e.g. ACA, CTNS, CCNA, Linux RHCE, etc.).
2. Experience with Avaya telecommunications technologies (e.g. Communications Manager, Gateways, and Handsets).
3. Experience with 800 MHz radio systems.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Associate Degree in Electronics, Telecommunications, Networking or related field.
2. Five (5) years of experience in the support of complex network and telecommunications systems; managing network telecommunications projects; an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**