

NETWORK MANAGER—STAFF

Personnel assigned as Network Manager—Staff will generally be responsible for directing the overall data administration activities related to the operation and maintenance of the EADAS central control unit (CCU), maintenance of the TNDS data base, and the generation of timely and meaningful data, both real-time and downstream.

This position oversees activities of reporting supervisors and also plans, coordinates, controls and directs all activities related to the generation of network data. The Network Manager—Staff could also oversee other supervisors who are involved with non-TNDS activities. The need for combining TNDS with other staff activities is determined by the organizational location of the centralized TNDS group, that is, whether corporate, state, or area staff. The location plus the number of supervisors required to oversee the TNDS activities are the major factors in identifying the need for combining non-TNDS activities with the TNDS responsibilities under this position.

The nature of the responsibilities for this position dictates a need for a substantial amount of coordination. This coordination is required with the Network Managers—Administration, Network Manager(s)—Maintenance, Network Design Managers, Equipment Engineers, Western Electric Managers, and others involved in data provisioning and application as well as non-TNDS matters.

DUTIES AND RESPONSIBILITIES (Data)	PERCENT OF TOTAL TIME (Data)
A. CCU Operations and Maintenance	30
B. EDP Coordination	30
C. Measuring Device and Data Base Management	20
D. Magnetic Tape Administration	10
E. Miscellaneous	10

Note: Any reference to the Bell System TNDS configuration may be substituted by outside vendor names, if applicable. All recommendations should apply with minimal modification when utilizing other vendor products.

NOTICE

Not for use or disclosure outside the
Bell System except under written agreement

JOB TITLE: NETWORK MANAGER—STAFF

DEPARTMENT: NETWORK

SUPERVISOR: DISTRICT NETWORK MANAGER

JOB SUMMARY

Personnel assigned as Network Manager—Staff will generally be responsible for directing the overall data administration activities related to operation and maintenance of the EADAS central control unit (CCU), maintenance of the EADAS and TDAS data base, and generation of timely and meaningful data, both real-time and downstream, to the users.

This position oversees activities of subordinates and also plans, coordinates, controls and directs all activities related to the generation of these data for the users.

The area of responsibility for this position is dependent on the location of the centralized TNDS organization. This Manager supervises the operation of the CCUs and the TNDS interface required for data base integrity and output report accuracy. There could also be another network supervisor reporting to this position. Under this alternative, all activities related to schedule coordination, actual form preparation for TNDS data base updating, and EADAS system definition update inputs would be controlled by this position.

The Network Manager—Staff is a key position because it is where all data administration functions are brought together and the entire responsibility for data is assumed. This position, in effect, oversees all activities related to providing timely, meaningful and valid data in response to requests from the users.

DUTIES AND RESPONSIBILITIES

30% A. Directs the EADAS central control unit (CCU) operation and maintenance.

- (1) Coordinates and assists Network Design Engineer, Equipment Engineer, Western Electric installation forces and others involved in the planning of CCU jobs and end office converter and device arrangements. Serves on coordinating committees for CCU or end office apparatus jobs. Coordinates and controls job schedules, cutover schedules and data link and teletype completions. Assists and coordinates with Network Manager—Maintenance and others required to properly complete the end office job installations.
- (2) Monitors and controls systems loading and capacity determination and negotiates to overcome obstacles when necessary.
- (3) Coordinates with Network Manager—Administration for proper method of procedure preparation.
- (4) Oversees and coordinates the utilization of system definitions. Negotiates with coordinates for training and assists Network Managers—Administration for proper formats, definitions and calculations sets.
- (5) Endorses procedures used for magnetic tape handling and storage.
- (6) Supervises Network Supervisor—CCU in CCU operation (includes program loading, backup tape generation and handling, operation of computer and peripheral equipment and administration of tapes that require downstream processing). Coordinates all changes made in procedures. Negotiates as necessary to overcome obstacles encountered that affect EADAS CCU operation.

(7) Endorses, controls and oversees the EADAS CCU maintenance program (includes maintenance methods and procedures for system performance monitoring, preventive maintenance, and system recovery procedures in case of failure).

(8) Coordinates with the corporate group responsible for negotiating maintenance contract with DEC*.

*Registered trademark of Digital Equipment Corporation.

(9) Assembles system operation data and past trouble data and coordinates with and provides guidance to Western Electric, DEC, TELCO maintenance groups and staff groups to review and recommend corrections for maintenance problem areas.

(10) Coordinates with and provides guidance to the Network Manager—Maintenance for non-ETDC maintenance procedures.

(11) Endorses and oversees the overall CCU environmental control precautions (air conditioning, temperature, etc).

30% B. Oversees and coordinates activities required in generating data for users by downstream programs.

(1) Directs and oversees activities of Network Supervisor—TNDS to insure timely processing of magnetic tapes and common update changes.

(2) Coordinates with EDP Manager to overcome obstacles in processing tapes or changes. Negotiates new procedures as required.

(3) Oversees the review of all downstream data quality reports related to data base integrity. Analyzes when necessary to identify procedural or technical problems with the data base.

(4) Oversees Network Supervisor—TNDS in maintaining ICAN data base and ICUR maps.

(5) Oversees activities of Network Supervisor—TNDS and coordinates with EDP Manager to insure proper flow and distribution of all output reports.

20% C. Coordinates, controls and oversees activities required for maintenance of measuring apparatus assignments and data bases required for real-time and downstream data. (This area of responsibility is applicable only when the Network Supervisor(s)—Data reports directly to this position.

(1) Oversees activities of Network Supervisor(s)—Data related to apparatus (TUR, ETDCs, etc.) assignments and cross-connections.

(2) Oversees Network Supervisor(s)—Data and Network Supervisor—CCU and coordinates with network maintenance for the verification of all DCAs and measurement devices.

(3) Directs, controls and supervises Network Supervisor(s)—Data, Network Supervisor—CCU, and Network Supervisor—TNDS in activities required for maintenance of EADAS system definitions, ICUR maps and TNDS data base. Negotiates to solve problems related to these data bases.

(4) Oversees the Network Supervisor(s)—Data in activities relating to the maintenance of ETDCs, TURs and other data collection devices.

(5) Oversees activities of Network Supervisor(s)—Data to insure efficient and meaningful use of EADAS calculations, threshold and other definitions.

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- (6) Oversees activities of Network Supervisor(s)—Data to insure TNDS data base integrity. Coordinates and negotiates to overcome obstacles with use of common updates.

10% D. Controls, directs, coordinates and oversees the activities of the Network Supervisor—CCU and Network Supervisor—TNDS (and possibly the Network Supervisor(s)—Data) related to magnetic tape handling.

- (1) Endorses CCU plan for tape handling, changing, and transporting to the electronic data processing (EDP) center.
- (2) Oversees activities of Network Supervisor—TNDS related to data tape handling and processing at the EDP center. Negotiates with EDP Manager to overcome obstacles as required.

10% E. Miscellaneous

- (1) Receives, reviews and approves all Network Administration reports related to data generation and data quality. Coordinates distribution of these reports.
- (2) Represents the data administration functions of Network Administration in any meetings or interdepartmental contacts related to data activities. Maintains positive interdepartmental working relationships.
- (3) Directs required training programs. Coordinates training of subordinate network supervisors.
- (4) Administers personnel-related activities for subordinates (Company policy and objectives, subordinates' performance, evaluations, salary administration, safety, absences, etc). Oversees the personnel administration activities of subordinates.
- (5) Develops procedures to insure adequate work force, organizational efficiency, and management development.
- (6) Advises and recommends courses of action to the District Manager—Staff relating to any data administration activities or problems.
- (7) Maintains positive relations with the vocational representative groups.

SCOPE AND NATURE OF SUPERVISION

- (1) Incumbent reports to District Network Staff Manager along with other Network Managers—Staff. These other managers are responsible for Network Administration activities other than TNDS. Reporting to this position are a Network Supervisor—CCU, a Network Supervisor—TNDS, and possibly a Network Supervisor(s)—Data. Other network staff supervisors, not related to the TNDS activities, may also be subordinate to this position.
- (2) Immediate supervisor is involved in setting overall goals and policies, but most activities of this position are not subject to supervisory review. Responsibility for all data administration activities and the generation of timely, meaningful and valid data rests with this position.
- (3) There is a significant amount of documentation available for these data administration activities. BSPs, position practices, as well as locally documented procedures, are available.