

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Data Communication Analyst	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Integrated Technology Support Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	062 OTBS
REVISED:	July 1, 2002		

BASIC FUNCTION:

Plan, design, and ensure the operability of local area networks (LANs), wide area networks (WANs), Internet access, and internetworking systems which interconnect schools, administrative departments and units within the district and agencies outside the district.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Analyze, identify, and document data communications networking requirements for the district. **E**

Meet with district staff and staff from other agencies to identify networking requirements and oversee network project planning including cost projections, design, implementation, and post-implementation operation and maintenance. **E**

Prepare written design documents and project plans. **E**

Develop and administer addressing schemes. **E**

Keep abreast of new technologies and products in the computer networking field. **E**

Evaluate hardware and software for applicability to district requirements. **E**

Assist buyers in obtaining appropriate computer-related and networking equipment, prepare technical specifications for bids. **E**

Ensure that communication hardware and circuits are properly ordered, received, tested, and installed. **E**

Monitor network performance. **E**

Assist in testing faulty communication systems and diagnose causes of malfunctions or unacceptable performance. **E**

Coordinate necessary repair work with vendor engineers, district staff, and other agencies. **E**

Write standards on use of, maintenance of, and interfacing of communication networks. **E**

Work from schematics, architectural and electrical diagrams and blueprints, specifications, shop drawings and sketches. **E**

Assist in training others in the use of data communications networks and provides cross-training for network/operations staff. **E**

Oversee the maintenance of inventory records; prepare reports as necessary; represent Information Services Bureau on data communications matters and serve on committees as assigned. **E**

Assist in selecting, training, and directing the work of designated staff. **E**

Lead and attend meetings. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a four-year college or university, with a degree in electronic communications technology and three years of progressively responsible experience as data communications analyst or technician. Other equivalent combinations of training and experience may be considered for substitution of the four-year degree requirement, (e.g. by satisfactory completion of recognized training courses in computer systems, data communication theory and problem determination, and advanced network administration or by demonstrating such proficiency by passing industry-recognized tests).

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation capable of occasionally transporting data communications equipment, microcomputers, and similar equipment (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Local area network (LAN) and wide area network (WAN) technologies.
Data communications protocols, such as TCP/IP, Appletalk and IP/IPX.
Open System Interconnection (OSI) model and its application to network design.
Data and voice communications facilities, media, hardware, and networking software and technical understanding of them.
Communications industry standards and technical understanding of them.
Reading and writing English communication skills.

ABILITY TO:

Design multi-protocol local and wide area networks.
Manage projects of moderate size and complexity.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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Job Code 6730

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