SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Data Communication Specialist	**REPORTS TO:**	Assigned Supervisor
DEPARTMENT:	Integrated Technology Support Services	**CLASSIFICATION:**	Classified
FLSA:	Non-Exempt	**SALARY GRADE:**	054 OTBS
REVISED:	January 20, 2005		

BASIC FUNCTION:
Assist with network management and with planning, maintaining, and providing technical support of all data communications networks to insure the operability of local area networks (LANs), wide area networks (WANs), mainframe and Internet access, and respond to requests for service.

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

Assist with network management including upgrade of software and hardware components to accommodate advancing network technology, monitor network performance, and analyze utilization of network. **E**

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

Assist with planning, designing, and installing physical elements of LANs and WANs including assembling cables and connectors and designing electronic interface for a variety of applications. **E**

Assist in determining and planning data communication needs of users. **E**

Recommend cost effective hardware and transmission facilities. **E**

Serve as the primary contact with common carrier for day-to-day activities such as coordinating orders, installations, disconnects, moves of data circuits and necessary repair work. **E**

Troubleshoot and isolate problems of network and mainframe terminals and micro-computers, determine if problem is related to hardware, software or connection, and coordinate activities to make changes to correct problem. **E**

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

Prepare documentation of procedures used to isolate problems and provide technical assistance and direction to data communications staff and other district personnel as required to assure understanding and utilization of data communications capabilities. **E**

Prepare areas for the layout and installation of power, workspace, cables, and environmental factors. **E**

Evaluate and recommend tools and test equipment. **E**

Install work stations, software for access on workstations network expansion boards, and related data communication equipment such as modems, digital service units (DSU), customer service units (CSU), multiplexors, and other hardware on common carrier links and in-house circuits. **E**

Install, configure, and maintain intelligent wiring concentrators. **E**

Work with schematics, diagrams, specifications, shop drawings, and blueprints. **E**

Maintain a variety of records. **E**

May direct the work of hourly assistants.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to graduation from a recognized college with a major in computer science or related field and three years of recent progressively responsible, related experience of acceptable level and quality in a large network environment. Experience in Voice over IP is preferred.

LICENSES AND OTHER REQUIREMENTS:
Possession of a valid California driver's license and availability of a vehicle capable of occasionally transporting data communications equipment, microcomputers, and similar equipment (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
LAN and WAN components, topologies, bridges, routers, hubs, wiring and cabling methods, concepts and various applications and technical understanding of them.
Data communications theory; data communication protocols, technologies, and micro-mainframe links.
Data communications products used on analog and digital facilities, multiplexors, etc.;
Reading and writing English communication skills.

ABILITY TO:
Implement, maintain, and troubleshoot multi-protocol LANs and WANs.
Use network software and hardware tools such as Netview, PNMS, Novell utilities, SunNet Manager, analyzers, sniffers, tone generator, audio test set, power line monitor, interface breakout box, and oscilloscope used to monitor network utilization or determine nature of problems.
Operate standard office equipment including microcomputers and related software applications.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records.
Read, 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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