

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Data Communications Technician I	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Information Technology	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	042 OTBS
<b>REVISED:</b>	July 1, 2002		

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**BASIC FUNCTION:**

Assist users in the determining proper layout, cables, and other requirements for installation of intelligent workstations connected to local area networks; monitors and provides troubleshooting of equipment.

**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 in determining data communication needs of users. **E**

Assist with the design of the physical elements of local area networks (LANs) including cable selection and network interface. **E**

Assist in preparing areas for the layout and installation of power, workplace, cables, and environmental factors. **E**

Assist in installing 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 intelligent work stations and related equipment including network and expansion boards. **E**

Design electronic interfaces and assembles cables and connectors for a variety of applications (e.g. asynchronous, coaxial, unshielded twisted pair (UTP), and fiber optic). **E**

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

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

Trouble-shoot and isolate problems of mainframe terminals and micro-computers and determine if problem is related to hardware, software, or connection. **E**

Make minor corrections or contact other division staff or vendors for resolution of problem. **E**

Prepare documentation of procedures used to isolate problems and provide troubleshooting information and direction to backup personnel as required. **E**

Follow up on maintenance and service requests for changes and additions to networks. **E**

Assist in coordinating mainframe software changes. **E**

Install "Gateway" software for mainframe access on work stations. **E**

Serve as backup for other technicians, as assigned. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to a 2-year degree in electronics and/or telecommunications. Two years of progressively responsible experience in a large network environment supplemented by coursework in data communications theory and problem determination or other equivalent combination of training and experience may be considered for substitution of the 2 year degree.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of a vehicle capable of occasionally transporting data communications equipment, micro-computers, and similar equipment (mileage expense allowance provided).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Data communications hardware products used on analog and digital facilities, multiplexors, etc. with a technical understanding of them.

LAN components, topologies, bridges, routers, wiring and cabling methods, concepts, and various applications and a technical understanding of them.

Reading and writing English communication skills.

**ABILITY TO:**

Troubleshoot and maintaining LANs.

Use software and hardware tools used to determine nature of problems such as Netview, PNMS, Novell utilities, LAN analyzer, tone generator, audio test set, power line monitor, interface breakout box, and oscilloscope.

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.

**NOTE:** An incumbent in the job class of Data Communications Technician I may be promoted to the next higher job class of Data Communications Technician II upon certification by the section manager and approval by the Information Services Bureau Executive Director that the incumbent meets the minimum qualifications listed on the current class description of the higher job class and is regularly performing a majority of the higher level duties.

Issued 12/91

Revised 3.24.04—PeopleSoft

Job Code 6728

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