

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Data Communications Technician II	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Information Technology	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	048 OTBS
REVISED:	July 1, 2002		

BASIC FUNCTION:

Provide technical support of all data communications with the central computer location and respond to requests for services.

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**

Recommend cost-effective hardware and transmission facilities. **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, workspace, cables, and environmental factors. **E**

Serve as the primary contact with common carrier and coordinate orders, moves, and disconnects of data circuits. **E**

Install 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 work stations, network and expansion boards, and related equipment in intelligent work stations. **E**

Design electronic interfaces and assemble 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; install "Gateway" software for mainframe access on work stations. **E**

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

Troubleshoot and isolate problems of mainframe terminals and micro-computers and determines 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**

Coordinate mainframe software changes. **E**

Monitor network utilization. **E**

Keep computer operators and other staff updated on changes or additions to data lines and network by providing documentation or training, as required. **E**

Work from schematics, diagrams, specifications, shop drawings, and blueprints and maintain blueprints of the central site communications facilities. **E**

Maintain inventory and related cost records; maintain records of workstations, printers, LAN cabling, and other user information. **E**

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 and two years of progressively responsible experience in a large network environment.

LICENSES AND OTHER REQUIREMENTS:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Data communications products used on analog and digital facilities, multiplexors, etc.

Data communications theory and problem solving.

LAN components, topologies, bridges, routers, wiring and cabling methods, concepts, and various applications

Reading and writing English communication skills.

ABILITY TO:

Troubleshoot and maintain 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, 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 perform assigned duties; 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.