

## CLARK COUNTY SCHOOL DISTRICT

**CLASS TITLE: DATA COMMUNICATIONS SPECIALIST**

**Class Code: 1485**

**Grade: 59**

**CLASS DEFINITION AND SUMMARY:**

Under general supervision, installs and maintains data communications network hardware, firmware, and software.

**ESSENTIAL TASKS OF THE POSITION:** (Illustrative, not inclusive)

Installs communications hardware such as terminals, printers, modems, network hubs, communication line controllers, protocol converters, and personal computers.

Isolates and corrects communication system faults.

Works with district personnel to coordinate local data communication line installation.

Communicates with data communication utility company personnel and vendors to coordinate and facilitate data communication line installation and troubleshooting.

Assists users with their data communication system design and hardware problems.

Proposes configurations of communications equipment for local and remote sites.

Works with district telecommunications staff to resolve data communication problems.

Uses diagnostic equipment to analyze communications problems.

Performs maintenance of Network Control Program for front-end processors.

Installs and changes communications firmware, (i.e., plug-in ROMS in various devices).

Fabricates and installs cables linking communications hardware.

Monitors communications line performance and recommends system upgrades to enhance performance.

Maintains records of equipment locations, failures, and operational status.

Conforms to safety standards as prescribed.

Performs other tasks related to the position as assigned.

**DISTINGUISHING CHARACTERISTICS:**

Involves the installation of data communications systems and providing user technical support.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of basic wiring and machine connection practices.

Knowledge of data communications systems.

Knowledge of ACF/VTAM/NCP, CICS, QMF, Netview.

Knowledge of telephone systems as applied to data communications.

Knowledge of analog and digital transmission concepts.

Knowledge of RS232 C communications interface.

Knowledge of data communications diagnostic equipment operation.

Knowledge of communications controller operation.

Knowledge of token ring networks.

Knowledge of Ethernet networks.

Ability to analyze EDP systems specifications and recommend data communication solutions.

Ability to distinguish color coded wires.

Ability to move and relocate heavy objects.

Ability to develop and apply procedures.

Ability to communicate clearly orally and in writing.

Ability to meet predetermined deadlines.

Ability to work in confined areas.

Ability to withstand heights and perform work safely.

Ability to work cooperatively with employees, vendors and the public.

Ability to recognize and report hazards and apply safe work methods.

**QUALIFICATIONS** (continued)

**TRAINING AND EXPERIENCE:**

High school graduation or other equivalent (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).

Two (2) years of college or technical training, including courses in computer science; plus, three (3) years experience in the installation, maintenance, and troubleshooting of data communications network; or,

Five (5) years experience in the installation, maintenance and troubleshooting of data communications networks will fulfill the college and experience requirement.

Safe driving record.

**LICENSES AND CERTIFICATES:**

Valid Class C Nevada Driver's License. Must be maintained for the duration of the assignment.

**DOCUMENTS REQUIRED AT TIME OF APPLICATION:**

1. High school graduation or other equivalent (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).
2. College transcript(s), if applicable.
3. Valid Class C Nevada Driver's License.
4. Copy of driving history issued by the Department of Motor Vehicles.
5. Specific documented evidence of training and experience to satisfy qualifications.

**EXAMPLES OF ASSIGNED WORK AREAS:**

Clark County School District Information Systems Services and other district facilities.

**Strength:** Sedentary to medium - exert force 20-50 lbs., occasionally, 10-25 lbs., frequently, or up to 10 lbs., constantly.

**Physical Demands:** Occasional climbing and crawling. Frequent stooping, kneeling, crouching, reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity and color vision. Vision to read printed materials, VDT screens, or other monitoring devices.

**Environmental Conditions:** Climate controlled office settings and exposure to moderate noise intensity levels.

**EXAMPLES OF EQUIPMENT USED TO PERFORM TASKS:**

Punchdown tool, various computers, screwdrivers, link testers, cable wires, various hand and power tools, batteries, etc.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel. Notification may be made in person, in writing, or by calling: (702) 799-5334 (V) or (702) 799-0217 (TDD).

06/17/93

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