

State of California
CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES

POSITION DUTY STATEMENT

BU: 1, 4, 9, 10, 11, 12 & 14

EMPLOYEE:	CLASS TITLE: Assistant Telecommunications Engineer	HEADQUARTERS: PSC Sacramento
PROGRAM/UNIT: Logistics Management / Public Safety Communications / Radio Communications/ Client Engineering / CDCR Unit	POSITION NUMBER: 163-746-3643-001/ CN 10825	CBID: R09
TENURE: Permanent	TIME BASE: Full-Time	WORK WEEK GROUP: 2
EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: <input checked="" type="checkbox"/> 6 Mos. <input type="checkbox"/> 12 Mos. <input type="checkbox"/> N/A
IMMEDIATE SUPERVISOR: Senior Telecommunications Engineer	CONFLICT OF INTEREST CATEGORY: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DMV PULL PROGRAM: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1. SUPERVISION RECEIVED:
The Assistant Telecommunications Engineer is under supervision of the Senior Telecommunications Engineer.

2. SUPERVISION EXERCISED:
None.

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES)

- Work schedule is Monday – Friday.
- Function effectively in an automated environment (PC, CAD, etc.).
- Willingness to work overtime if needed.

During travel outside the office:

- Dress for safety and outdoor environment (e.g. snow, rain, desert, mountains, tunnels, body of water).
- Use of public safety radios.
- Work in close quarters (e.g. radio vaults, telephone closet, computer server room, garages, inside vehicles).
- Travel to job sites, as necessary. Such travel may be any combination of the following: airline; automotive, including 4-wheel drive, snow-cat and/or watercraft. Required travel may be to facilities and/or proposed facilities located anywhere in California and in neighboring areas of Oregon, Nevada, and/or Arizona. Such travel may be to any radio communications facility including facilities located in remote areas requiring travel off normal paved roads. Required to operate vehicles for such travel. Travel may require multiple days out of town.

Other Information:

- Knowledge of the California Governor's Office of Emergency Services' (Cal OES) policies and procedures.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively both orally and in writing.
- Ability to facilitate interaction and coordination with other technical staff across multiple disciplines to solve complex technical problems.
- Experience in the development or oversight of technical specifications used in the purchasing and acquisition of Public Safety Communications equipment including Microwave, two-way radio, and radio communications control consoles.
- Experience with Federal Communications Commission (FCC) issues relating to both licensing activities and representation of a public safety agency to a regulatory agency charged with the oversight and administration of Radio Frequencies (RF) spectrum allocation.

<p>4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): The Assistant Telecommunications Engineer is required to communicate with all levels of personnel and local government agencies. Weekly communication is required with outside client agencies during the design, recommendation, and implementation of projects. Additionally, communications may be necessary with equipment vendors to determine if devices can solve new or ongoing technical problems.</p>
<p>5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): This is a non-supervisory, lower journey level technical position. The incumbent must study operational, technical, and legal criteria in order to design, plan, recommend, and support radio communications systems and project work of an average difficulty in an assigned program area. Poor decisions made by the incumbent may result in delays in or loss of communications to public safety users (who protect life and public property).</p>
<p>6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%: When requested to fill an operational assignment and until demobilized, the following duties will be performed and your regular duties may temporarily cease:</p> <p>May be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other locations to provide assistance in emergency response and recovery activities. All staff is required to complete operational related training and participate in one of three Readiness Teams that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region/PSC Operations (Technicians)/PSC Engineering (Engineers). May be required to participate in emergency drills, training, and exercises.</p> <p>Staff need to work effectively and cooperatively under stressful conditions and under the pressure of short leave time. Staff may need to work weekends, holidays, extended, and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.</p> <p>While fulfilling an operational assignment, it is important to understand that you are filling a specific "position" and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.</p> <p><u>On Call/Standby/Duty Officer (if applicable):</u> If assigned on-call, standby, or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by the Cal OES's management (including contact from the State of California Warning Center) and report to work in a fit and able condition, as requested.</p>
<p>7. JOB DESCRIPTION/GENERAL STATEMENT: Public Safety Communications (PSC), CDCR Unit, is responsible for a wide array of engineering activities and services related to the public safety communications systems engineering and design for public safety agencies, including both State and non-State entities, operating within the State of California.</p> <p>Under the supervision of a Senior Telecommunications Engineer, the Assistant Telecommunications Engineer provides direction to maintenance technical staff for the installation and maintenance of new systems, and solutions to problems with existing systems. In large system implementations, the incumbent assists engineering lead persons. The incumbent performs duties of increasing responsibility such as developing technical reports and equipment selection criteria; providing project cost estimates for parts and labor; and notifying the supervisor of risks to the project's budget, schedule, and scope. Additionally, the incumbent ensures engineering services for public safety communications meet the critical operational requirements of the state.</p> <p>This position may be rotated within the Client Engineering Division or the Microwave Engineering Division based on factors that include cross-training and workload management.</p>

Percent of Time	ESSENTIAL FUNCTIONS
35%	<p>(E) Under the guidance of the lead person or senior, the Assistant Telecommunications Engineer performs the following duties in order to provide technically appropriate systems and equipment for clients' use:</p> <ul style="list-style-type: none"> • Plan the use of Radio Frequencies (RF) by selection of locations, RF propagation, and RF characteristics. • Develop equipment specifications. • Accurately select and supply information for FCC licenses (latitude, longitude, elevation, antenna, power, etc.). • Write jobs and instructions to install and/or modify radio equipment or communications console equipment. • Provide technical information and support for maintenance staff. • Program radio equipment (transmitters and receivers). • Design Systems Integration in RF and audio frequencies using digital and analog devices. • Specify and select equipment for use on public safety radio systems (i.e. radios, antennas, filters, and amplifiers). • Meet assigned project schedules or immediately inform unit supervisor of problems that may affect the ability to meet assigned project work.
25%	<p>(E) In order to provide technical advice to client agencies on electromagnetic communications requirements to meet operational needs of public safety communications users, the incumbent shall independently utilize system diagrams, operation manuals, and best practice guidelines to:</p> <ul style="list-style-type: none"> • Determine system configuration needs; research proposed solutions from resources such as the internet, trade journals, engineering handbooks, communication studies, etc. • Recommend new systems or changes in existing communications systems to achieve greater economy, efficiency, and to eliminate obsolescence. • Develop and write for engineering projects: Statements of Work, project specifications, and project cost quotes. • Review and present project plans for client systems development, planning, and installation. • Create, review, revise, and finalize engineering documentation at the completion of the project.
15%	<p>(E) Under the supervision of the Senior Telecommunications Engineer, the incumbent shall perform telecommunications engineering work of average difficulty.</p> <ul style="list-style-type: none"> • Perform laboratory tests on communications equipment; analyze and evaluate test data; and investigate applications of new communications technology in order to evaluate equipment functionality and compatibility with existing communications systems. • Perform and analyze computer-simulated radio coverage. • Perform, analyze, and collect automated field radio coverage data from on-road surveys. • Perform intermodulation studies and make recommendations to reduce or eliminate radio interference issues.
10%	<p>(E) In order to stay current with emerging technologies and industry engineering practices and in order to document statewide technical communication equipment standards and specifications, the Assistant Telecommunications Engineer performs the following duties:</p> <ul style="list-style-type: none"> • Attend job-related training courses as conducted at the department, vendor, and outside training facilities or online. • Prepare (with guidance from the lead person or senior) construction and maintenance standards by documenting agency system configurations for inclusion in the Telecommunications Division Manual and Central Records library.

5%	<p>(E) Under the guidance of the lead person or senior, the Assistant Telecommunications Engineer performs the following duties in order to instruct state agency operations' personnel in matters pertaining to all phases of telecommunications systems operation and maintenance:</p> <ul style="list-style-type: none"> • Represent PSC by attending client planning committee meetings and provide training opportunities on existing and new communications technologies. • Meet with clients on a regular basis regarding their communications systems' needs.
5%	<p>(E) In order to maintain an accurate reporting to the State Controller's Office (SCO) for issuance of correct payroll warrants and accurate reporting to Fiscal Services for the billing of services for clients in accordance with OES policies and guidelines, MOU provisions, State Personnel Board (SPB) or California Department of Human Resources (CalHR) laws and rules, employee shall be required to:</p> <ul style="list-style-type: none"> • Maintain, in a timely manner, an accounting for personal time and accounts for billable hours using PTR (Project Time Reporting) and PSC-ES (PSC Enterprise System) timekeeping and accounting software.
Percent of Time	MARGINAL FUNCTIONS
5%	<ul style="list-style-type: none"> • In order to maintain critical public safety communications radio systems, may be called on during off-duty hours to respond to emergencies related to PSC activities. • The incumbent will perform other related duties as required to fill the PSC mission, goals, and objectives. Additional duties may include, but not limited to: (a) assisting where needed within the program, which may include special assignments; (b) complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, project time reporting; travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and (c) attendance at staff meetings.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SITTING: At a computer terminal or desk; conferring with employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
STANDING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BALANCING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction from other staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINGERING: Pushing buttons on telephone; typing; copying.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
REACHING: Answering phones.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CARRYING: Distributing mail; reports; stocking supplies.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLIMBING: stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BENDING AT WAIST:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNEELING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUSHING OR PULLING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HANDLING: Documents, manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DRIVING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDOORS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING OUTDOORS:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKING IN CONFINED SPACE: Enclosed office environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

OTHER INFORMATION

Must have knowledge of the state and federal related laws, rules, regulations, policies, and procedures. Must exercise good writing skills; follow oral and written directions; be responsive to the needs of the public, Cal OES's employees, and other agencies; and analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES's strategic plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/Employee

Note – If there are any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with them with the Reasonable Accommodation Coordinator.

I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor:

Employee's Signature

Date

I certify that the above accurately represents the duties of the position:

Supervisor's Signature

Date

Civil Service Title

State of California
CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES

POSITION DUTY STATEMENT

BU: 1, 4, 9, 10, 11, 12 & 14

EMPLOYEE	CLASS TITLE: Electrical Engineer	HEADQUARTERS: PSC Sacramento
PROGRAM/UNIT: Logistics Management / Public Safety Communications / Radio Communications/ Client Engineering / CDCR Unit	POSITION NUMBER: 163-746-3613-xxx/ CN 10822	CBID: R09
TENURE: Permanent	TIME BASE: Full-Time	WORK WEEK GROUP: 2
EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: <input type="checkbox"/> 6 Mos. <input checked="" type="checkbox"/> 12 Mos. <input type="checkbox"/> N/A
IMMEDIATE SUPERVISOR: Senior Telecommunications Engineer	CONFLICT OF INTEREST CATEGORY: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DMV PULL PROGRAM: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1. SUPERVISION RECEIVED:
The Electrical Engineer is under the direction of the Senior Telecommunications Engineer.

2. SUPERVISION EXERCISED:
None

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES)

- Work schedule is Monday – Friday.
- Function effectively in an automated environment (PC, CAD, etc.).
- Willingness to work overtime if needed.

During travel outside the office:

- Dress for safety and outdoor environment (e.g. snow, rain, desert, mountains, tunnels, body of water).
- Use of public safety radios.
- Work in close quarters (e.g. radio vaults, telephone closet, computer server room, garages, inside vehicles).
- Travel to job sites, as necessary. Such travel may be any combination of the following: airline; automotive, including 4-wheel drive, snow-cat and/or watercraft. Required travel may be to facilities and/or proposed facilities located anywhere in California and in neighboring areas of Oregon, Nevada, and/or Arizona. Such travel may be to any radio communications facility including facilities located in remote areas requiring travel off normal paved roads. Travel may require multiple days out of town.

Other Information:

- Knowledge of Public Safety Communications (PSC) policies and procedures.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively both orally and in writing.
- Ability to facilitate interaction and coordination with other technical staff across multiple disciplines to solve less complex technical problems.
- Experience in the development or oversight of technical specifications used in the purchasing and acquisition of Public Safety Communications equipment including Microwave, two-way radio, and radio communications control consoles.
- Experience with Federal Communications Commission (FCC) issues relating to both licensing activities and representation of a public safety agency to a regulatory agency charged with the oversight and administration of Radio Frequencies (RF) spectrum allocation.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
The Electrical Engineer is required to communicate with all levels of Public Safety Communications (PSC) staff, California Governor's Office of Emergency Services (Cal OES) staff, and local government agencies. Additionally, communications may be necessary with equipment vendors to determine if devices can solve new or ongoing technical problems.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):

The incumbent must study operational, technical, and legal criteria in order to design, plan, recommend, and support radio communications systems and project work in an assigned program area. Poor decisions by the incumbent may result in delays in or loss of communications to public safety users (who protect life and public property).

6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:

When requested to fill an operational assignment and until demobilized, the following duties will be performed and your regular duties may temporarily cease:

May be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other locations to provide assistance in emergency response and recovery activities. All staff is required to complete operational related training and participate in one of three Readiness Teams that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region/PSC Operations (Technicians)/PSC Engineering (Engineers)). May be required to participate in emergency drills, training, and exercises.

Staff need to work effectively under stressful conditions; work effectively & cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.

While fulfilling an operational assignment, it is important to understand that you are filling a specific "position" and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

On Call/Standby/Duty Officer (if applicable):

If assigned on-call, standby, or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by the California Governor's Office of Emergency Services (Cal OES) Management (including contact from the State of California Warning Center) and report to work in a fit and able condition, if necessary, as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

Public Safety Communications (PSC), CDCR Unit, is responsible for a wide array of engineering activities and services related to the public safety communications systems engineering and design for public safety agencies, including both State and non-State entities, operating within the State of California.

Under the direction of a Senior Telecommunications Engineer, the Electrical Engineer assists Associate and Senior engineers in providing direction to maintenance technical staff for the installation of low complexity radio systems or maintenance and solutions to problems with existing systems. In large system implementations, the incumbent assists engineering lead persons. The incumbent participates in developing technical reports and equipment selection criteria, provides project cost estimates for parts and labor, and notifies supervisor of risks to project budget, schedule, or scope. Additionally, the incumbent ensures engineering services for public safety communications meet the critical operational requirements of the state.

This position may be rotated within the Client Engineering Division or the Microwave Engineering Division based on factors that include cross-training and workload management.

Percent of Time	ESSENTIAL FUNCTIONS
35%	<p>(E) In order to provide technical advice to client agencies on low complexity radio communications requirements to meet operational needs of public safety communications users, the incumbent (with guidance from the lead person or senior) utilizes system diagrams, operation manuals, and best practice guidelines to:</p> <ul style="list-style-type: none"> • Determine system configuration needs; research proposed solutions from resources such as the internet, trade journals, engineering handbooks, communication studies, etc. • With guidance from the lead person or senior, recommend new systems or changes in existing communications systems to achieve greater economy, efficiency, and to eliminate obsolescence. • Develop and write for engineering low complexity projects: Statements of Work, project specifications, and project cost quotes. • Review and finalize engineering documentation at the completion of the project.
25%	<p>(E) Under the direction of the Senior Telecommunications Engineer, the incumbent performs telecommunications engineering work of low complexity. In order to provide (with guidance from the lead person or senior) technically appropriate systems and equipment for client's use:</p> <ul style="list-style-type: none"> • Perform laboratory tests on communications equipment; analyze and evaluate test data and investigate applications of new communications technology in order to evaluate equipment functionality and compatibility with existing communications systems. • Perform and analyze computer-simulated radio coverage, with guidance from the lead person or Senior. • Perform, analyze, and collect automated field radio coverage data from on-road surveys. • Perform intermodulation studies and make recommendations to reduce or eliminate radio interference issues.
15%	<p>(E) Under the direction of the Senior Telecommunications Engineer, the incumbent shall be able to conduct the following engineering tasks:</p> <ul style="list-style-type: none"> • Accurately select and supply information for FCC licenses (latitude, longitude, elevation, antenna, power, etc.). • Write low complexity jobs and instructions to install and/or modify radio equipment or communications console equipment. • Provide technical information and support for maintenance staff. • Program radio equipment (transmitters and receivers). • Specify and select equipment for use on public safety radio systems to be reviewed by the lead person or Senior (i.e. radios, antennas, filters, and amplifiers). • Meet assigned project schedules or immediately inform unit supervisor of problems that may affect the ability to meet assigned project work.
10%	<p>(E) In order to stay current with emerging technologies and industry engineering practices and in order to document statewide technical communication equipment standards and specifications:</p> <ul style="list-style-type: none"> • Attend job-related training courses as conducted at the department, vendor, and outside training facilities or online. • Prepare (with guidance from the lead person or senior) construction and maintenance standards by documenting agency system configurations for inclusion in the Telecommunications Division Manual and Central Records library.
5%	<p>(E) In order to be informed, participate (with guidance from the lead person or senior) with state agency operations personnel in matters pertaining to all phases of telecommunications systems operation and maintenance:</p> <ul style="list-style-type: none"> • Attend client project planning meetings. • Attend meetings with clients on a regular basis regarding their communications systems' needs.

5%	<p>(E) In order to maintain an accurate reporting to the State Controller's Office (SCO) for issuance of correct payroll warrants and accurate reporting to Fiscal Services for the billing of services for clients in accordance with OES policies and guidelines, MOU provisions, State Personnel Board (SPB) or California Department of Human Resources (CalHR) laws and rules, employee shall be required to:</p> <ul style="list-style-type: none"> Maintain, in a timely manner, an accounting for personal time and accounts for billable hours using PTR (Project Time Reporting) and PSC-ES (PSC Enterprise System) timekeeping and accounting software. 				
Percent of Time	MARGINAL FUNCTIONS				
5%	<ul style="list-style-type: none"> In order to maintain critical public safety communications radio systems, may be called on during off-duty hours to respond to emergencies related to PSC activities. The incumbent will perform other related duties as required to fill the PSC mission, goals, and objectives. Additional duties may include, but not limited to: (a) assisting where needed within the program, which may include special assignments; (b) complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, project time reporting; travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and (c) attendance at staff meetings. 				
PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SITTING: At a computer terminal or desk; conferring with employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
STANDING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BALANCING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction from other staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINGERING: Pushing buttons on telephone; typing; copying.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
REACHING: Answering phones.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CARRYING: Distributing mail; reports; stocking supplies.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLIMBING: stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BENDING AT WAIST:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNEELING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUSHING OR PULLING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HANDLING: Documents, manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DRIVING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDOORS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING OUTDOORS:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKING IN CONFINED SPACE: Enclosed office environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

OTHER INFORMATION

Must have knowledge of the state and related federal laws, rules, regulations, policies, and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/Employee

Note – If any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.

I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor:

Employee's Signature

Date

I certify that the above accurately represents the duties of the position:

Supervisor's Signature

Date

Civil Service Title