

State of California
 CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
 BU: 1, 4, 9, 10, 11, 12 & 14

EMPLOYEE	CLASS TITLE: Telecommunications Systems Analyst II	HEADQUARTERS: Sequoia Pacific I
PROGRAM/UNIT: Logistics Management / Public Safety Communications / Technical Services / FCC	POSITION NUMBER: 720-5171-003	CBID: R01
TENURE: Permanent	TIME BASE: FULL-TIME	WORK WEEK GROUP: 2
APPT 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: 2 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DMV PULL PROGRAM: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>1. SUPERVISION RECEIVED: The Telecommunications Systems Analyst II receives direction from a Senior Telecommunications Engineer.</p> <p>2. SUPERVISION EXERCISED: None</p> <p>3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES)</p> <ul style="list-style-type: none"> • Work Schedule is Monday – Friday • Function effectively in an automated environment. • Daily use of PC and related software applications at a workstation. <p>Other Information:</p> <ul style="list-style-type: none"> • Knowledge of the Communications Act of 1934 (47 USC), as amended, and of the FCC Rules and Regulation (47 CFR) with a particular emphasis on Parts 80, 87, 90, 95, and 101. • Knowledge of electrical theory and practices of modern electrical equipment. • Familiarity with the use of personal computers and the Microsoft Office suite. • Ability to analyze situations accurately and take effective action; carry out written and verbal instructions. • Ability to write clearly and prepare technical reports with attention to details. • Ability to multi-task. <p>4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): Communication is required with PSC division staff, client agencies, and FCC representatives.</p> <p>5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): The position must study operational, technical, and legal criteria in order to support radio communication systems and project work in an assigned program area. Poor decisions by the position may result in delays in or loss of communications to public safety users (who protect life and property of the public).</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 style="margin-left: 40px;">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 location 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). May be required to participate in emergency drills, training and exercises.</p>		

(CONTINUED) EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:

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 Office of Emergency Services (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:

The Public Safety Communications Office (PSC), FCC Division is responsible for a wide array of engineering activities and services related to the design, installation, maintenance, and operation of statewide telecommunications systems. Under direction of a Senior Telecommunications Engineer and lead of an Associate Telecommunication Engineer, the Telecommunications Systems Analyst II performs a variety of analytical duties to support licensing of radio transmitting devices in accordance with Federal Communications Commission (FCC) Rules and Regulations.

Percent of Time	ESSENTIAL FUNCTIONS
35%	<p>(E) In order to ensure that each agency's communications system(s) complies with federal regulations, interprets the Communications Act of 1934 (Title 47 USC) and the FCC Rules and Regulations (47 CFR Parts 80, 87, 90, 95 and 101) and independently applies them in acquiring radio station licensing for state agencies.</p> <ul style="list-style-type: none">• Analyze and research radio station licensing requests (Form TD-229) received through Client Engineering Units to determine conformity with FCC Rules and Regulations.• Identify, evaluate, and resolve problems and discrepancies through consultation with Client Engineering Unit personnel, representatives of the FCC: other governmental and private entities that may be impacted users of the radio spectrum; and designated frequency coordination entities.• Prepare schedules found on FCC Form 601.• Electronically submit applications in accordance with processes and procedures established by the FCC.• Prepare formal requests for waiver of the FCC Rules and Regulations.• Monitor actions of the frequency coordinator and of the FCC to ensure timely processing of the license application.• Take corrective action by letter and/or telephone to resolve any issues that may arise subsequent to submittal of the license application.

20%	<p>(E) In order to ensure that each agency's antenna structure complies with federal regulations, interprets and applies the Federal Aviation Administration (FAA) Rules and Regulations, the Federal Aviation Administration Advisory Circular for Air Traffic/Airspace Management Program, and the FCC Rules and Regulations (47 CFR Part 17)</p> <ul style="list-style-type: none"> • Analyze and research antenna structure and antenna height data on requests (Form TD-229) received through Client Engineering Units to determine conformity with FAA and FCC rules and regulations. • Identify, evaluate, and resolve problems and discrepancies on these requests through consultation with Client Engineering Unit personnel and representatives of the FAA. • Gather appropriate data and prepare the <i>Notification of Proposed Construction or Alteration</i> (FAA Form 7460-1) and submit to the Federal Aviation Administration in accordance with established procedures. • Monitor actions of the FAA to ensure timely processing of their official determination of hazard. • Take corrective action by letter and/or telephone to resolve any problems or delays that arise during the process. Once the official FAA Determination has been received, register the antenna with the FCC (FCC Form 854) and notify the Site Management Unit to placard the structure in accordance with the FCC Rules and Regulations. • Notify Client Engineering Unit of requirements for marking and lighting of the antenna structure in compliance with the FAA requirements. • Work closely with non-state antenna structure owners (non-state governmental agencies and private entities) to determine currency and accuracy of antenna structure data utilized in support of state radio station licenses. • Notify Client Engineering Units when changes require modification of the State's radio station licenses.
15%	<p>(E) Research inquiries from internal and external customers concerning the FCC Rules and Regulations.</p> <ul style="list-style-type: none"> • Prepare reports and make recommendations, including possible alternative courses of action, to ensure that the operation of all radio transmitting devices used by State agencies are in compliance with the Communications Act of 1934 and with the FCC Rules and Regulations. • Act as lead-person overseeing the work of Telecommunications Systems Analyst I supporting the FCC licensing program. • Consultant to PSC staff regarding the FCC Rules and Regulations
15%	<p>(E) In order to provide readily-available information to PSC staff, both in Sacramento and in the field, regarding current status of FCC licenses, status of frequency coordination and status of FCC license application processing, maintains both hard-copy and electronic records</p> <ul style="list-style-type: none"> • Analyze data on FCC License Request (Form TD-229) and FCC licenses to determine appropriate information for entry into a database maintained on Agency LAN. • Maintain a log of pending requests for new and modified FCC licenses utilizing a database on Agency LAN. • Provide status of FCC license applications and, as appropriate, FAA Tower Determination to Project Management Unit for the purpose of integrating processing status into the overall status of a radio installation project.
10%	<p>(E) In order to ensure prompt payment of frequency coordination fees, acts as a technical advisor to the department Fiscal Services.</p> <ul style="list-style-type: none"> • Prepare technical specifications and evaluate bid proposals for the purpose of establishing one or more contracts for frequency coordination services. • Analyze and evaluate billings received from frequency coordination providers for conformity with terms and conditions of the established contracts. • Identify and resolve discrepancies through written and telephone contact with representatives of the provider. • Authorize payment bills and provide the Division Payment Unit with appropriate information regarding re-billing of the fees to a Client Agency project.

Percent of Time	MARGINAL FUNCTIONS
5%	<p>(M) 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.</p>

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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 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"/>

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 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>
REACHING: Answering phones.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNEELING:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUSHING OR PULLING:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HANDLING: Documents, manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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