

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

EMPLOYEE:	CLASSIFICATION: Electrical Engineer	HEADQUARTERS: PSC Campus
PROGRAM/UNIT: Public Safety Communications / Technical Services / Microwave Engineering / PSC Special Projects	POSITION NUMBER: 163-721-3613-XXX / 70799	CBID: R09
TENURE: Permanent	TIME BASE: Full-Time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE): 070	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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1. SUPERVISION RECEIVED: The Electrical Engineer is under the direction of the unit Senior Telecommunications Engineer.		
2. SUPERVISION EXERCISED: None		
<ul style="list-style-type: none"> • PHYSICAL DEMANDS (SEE ADDITIONAL PAGES): Work schedule is Monday – Friday. <p>During travel outside the office:</p> <ul style="list-style-type: none"> • Dress for safety and outdoor environment (e.g. snow, rain, desert, mountains, tunnels, body of water). • Operate public safety radios and associated test equipment. • Work in close quarters (e.g. radio vaults, telephone closet, computer server room, garages, inside vehicles). • Required to travel to job sites, as necessary, for the completion of assigned engineering projects. Such travel may be any combination of the following: commercial airline; fixed and/or rotary wing aircraft; automotive-type vehicle, including 4-wheel drive vehicles; "snow-cat" type vehicle; 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 of normal paved roads. • Required to operate vehicles for such travel in accordance with a Class C driver's license issued by the California Department of Motor Vehicles. • Travel may require multiple days out of town. 		
3. 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. Weekly communication is required with lead engineers during the design, testing, recommendation and implementation of projects or solutions. Additionally, communications with the outside equipment or service providers is required to coordinate information or equipment exchanges, project logistics, and technical problem resolutions.		
4. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):		

This is a non-supervisory less than journey level, technical staff position. The incumbent must study operational, technical, and legal criteria to design, plan, test, recommend, and support client radio communication systems and project work. 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).

5. 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 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/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 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.

6. JOB DESCRIPTION/GENERAL STATEMENT:

The PSC, Microwave Engineering Services, Special Projects Unit (SPU) is responsible for a wide array of engineering activities and services related to radio systems engineering and design for public safety agencies of the State of California. Under the direction of a Senior Telecommunications Engineer, the Electrical Engineer performs engineering work in the radio engineering field. The position requires the ability to work independently or as part of a team in the design, installation, maintenance and operation of statewide radio systems, in the most efficient and effective manner possible, and within the division's project management framework.

In alignment with our commitment to diversity, equity, inclusion, and accessibility, all Cal OES employees are encouraged to promote and foster an equitable and inclusive workplace environment.

Percent of Time	ESSENTIAL FUNCTIONS
35%	To provide technical guidance and solutions for our client systems: <ul style="list-style-type: none"> • Support specification compliance testing for devices and systems. • Support technical evaluations of radio site lease applications to determine if the proposed equipment will be compatible with existing equipment. • With direction, perform computer and field-based radio site interference studies (e.g., intermodulation, receiver desensitization, electromagnetic interference). • Provide support with the testing and troubleshooting of vehicle radio performance and electromagnetic interference issues. • Provide support with the measurement of mobile radio system performance (transceivers and antenna systems).

	<ul style="list-style-type: none"> • With direction, perform radio coverage studies (computer and field based). • Meet assigned project schedule, scope and budget or inform unit supervisor in advance of problems that may affect your ability to meet the project schedule, scope, and budget.
35%	<p>To provide custom solutions or alternate resourcing for critical devices and services:</p> <ul style="list-style-type: none"> • With direction, build and test electronic pc board-based products for field deployment. • With direction, build apparatus cases and mounting brackets for electronics and other system components. • With direction, assemble and test custom interface and cable assemblies. • Support with the configuration and testing of antenna combining systems. • With direction, perform specialized antenna tuning for unique mobile configurations. • Provide product documentation and technical support for Special Projects devices and services.
25%	<p>To stay current with industry and PSC engineering practices and emerging technologies, attends job related training courses as conducted at division, vendor, and outside training facilities. Also performs independent research, as needed, in areas that may include:</p> <ul style="list-style-type: none"> • Fixed and mobile radio Very High Frequency (VHF), Ultra High Frequency (UHF), simulcast, microwave) systems engineering and maintenance theory. • Wireline and fiber-optic communications media and devices. • Electronic circuit configurations for audio communications and telemetry processing. • Emerging technologies from the vendor community. • Federal Communications Commission (FCC) rules and regulation updates. • PSC project and installation practices.
Percent of Time	MARGINAL FUNCTIONS
5%	<p>Other Job-Related Duties as Required</p> <p>Performs other job-related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be limited to: assisting where needed within the program, which may include special assignments; 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 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 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 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"/>
KEYING: 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, and materials.	<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: Office environment.	<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:	<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 Cal 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 Cal 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

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

EMPLOYEE:	CLASSIFICATION: Assistant Telecommunications Engineer	HEADQUARTERS: PSC Campus
PROGRAM/UNIT: Public Safety Communications / Technical Services / Microwave Engineering / PSC Special Projects	POSITION NUMBER: 163-721-3643-007 / 70799	CBID: R09
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: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DMV PULL PROGRAM: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1. SUPERVISION RECEIVED: The Assistant Telecommunications Engineer is under the supervision of the Senior Telecommunications Engineer, Special Projects Unit.		
2. SUPERVISION EXERCISED: None		
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):		
<ul style="list-style-type: none"> • Work schedule is Monday – Friday. <p>During travel outside the office:</p> <ul style="list-style-type: none"> • Dress for safety and outdoor environment (e.g. snow, rain, desert, mountains, tunnels, body of water). • Operate public safety radios and associated test equipment. 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 in accordance with a Class C driver's license. • Travel may require multiple days out of town. 		
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 Public Safety Communications (PSC) staff, California Governor's Office of Emergency Services (Cal OES) staff, and local government agencies. Weekly communication is required with lead engineers during the design, testing, recommendation and implementation of projects or solutions. Additionally, communications with the outside equipment or service providers is required to coordinate information or equipment exchanges, project logistics, and technical problem resolutions.		

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
 This is a non-supervisory less than journey level, technical staff position. The incumbent must study operational, technical, and legal criteria to design, plan, test, recommend, and support client radio communication systems and project work. 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).

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 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/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 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:
 The PSC, Microwave Engineering Services, Special Projects Unit (SPU) is responsible for a wide array of engineering activities and services related to radio systems engineering and design for public safety agencies of the State of California. Under the supervision of a Senior Telecommunications Engineer, the position performs engineering work of moderate difficulty in the radio engineering field. The position requires the ability to work independently or as part of a team in the design, installation, maintenance and operation of statewide radio systems, in the most efficient and effective manner possible, and within the division's project management framework.

In alignment with our commitment to diversity, equity, inclusion, and accessibility, all Cal OES employees are encouraged to promote and foster an equitable and inclusive workplace environment.

Percent of Time	ESSENTIAL FUNCTIONS
35%	To provide technical guidance and solutions for our client systems: <ul style="list-style-type: none"> • Support specification compliance testing for devices and systems. • Support technical evaluations of radio site lease applications to determine if the proposed equipment will be compatible with existing equipment. • Support computer and field-based radio site interference studies (e.g., intermodulation, receiver desensitization, electromagnetic interference) and assist in making recommendations to mitigate or eliminate the interference.

	<ul style="list-style-type: none"> • Support the testing and troubleshooting of vehicle radio performance and electromagnetic interference issues and assist in recommending solutions to eliminate or mitigate the issues. • Support the measurement and characterization of mobile radio system performance (transceivers and antenna systems). • Support in the performance of radio coverage studies (computer and field based). • Document test results and support with the development technical reports. • Meet assigned project schedule, scope and budget or inform unit supervisor in advance of problems that may affect your ability to meet the project schedule, scope, and budget.
35%	<p>To provide custom solutions or alternate resourcing for critical devices and services:</p> <ul style="list-style-type: none"> • Build and test electronic pc board-based products for field deployment. • Build apparatus cases and mounting brackets for electronics and other system components. • Assemble and test custom interface and cable assemblies. • Configure and test antenna combining systems. • Design and build transportable fixed radio configurations for emergency field deployment or testing. • Perform specialized antenna tuning for unique mobile configurations. • Provide technical guidance, training, and field support to maintenance staff. • Provide product documentation and technical support for devices and services.
25%	<p>To stay current with industry and PSC engineering practices and emerging technologies, attends job related training courses as conducted at division, vendor, and outside training facilities. Also performs independent research, as needed, in areas that may include:</p> <ul style="list-style-type: none"> • Fixed and mobile radio Very High Frequency (VHF), Ultra High Frequency (UHF), simulcast, microwave) systems engineering and maintenance theory. • Wireline and fiber-optic communications media and devices. • Electronic circuit configurations for audio communications and telemetry processing. • FIRSTNET directions, studies and policies • Emerging technologies from the vendor community • Federal Communications Commission (FCC) rules and regulation updates. • PSC project and installation practices.
Percent of Time	MARGINAL FUNCTIONS
5%	<p>Other Job-Related Duties as Required</p> <p>Performs other job-related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be limited to: assisting where needed within the program, which may include special assignments; 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 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 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 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"/>
KEYING: 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, and materials.	<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: Office environment.	<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:	<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 Cal 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 Cal 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

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

EMPLOYEE:	CLASSIFICATION: Associate Telecommunications Engineer	HEADQUARTERS: PSC Campus
PROGRAM/UNIT: Public Safety Communications / Technical Services / Microwave Engineering / PSC Special Projects	POSITION NUMBER: 163-721-3640-xxx / 70799	CBID: R09
TENURE: Permanent	TIME BASE: Full-Time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE): N/A	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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DMV PULL PROGRAM: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1. SUPERVISION RECEIVED: The Associate Telecommunications Engineer is under direction of the Senior Telecommunications Engineer, Special Projects Unit.		
2. SUPERVISION EXERCISED: None		
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES): <ul style="list-style-type: none"> • Work schedule is Monday – Friday. <p>During travel outside the office:</p> <ul style="list-style-type: none"> • Dress for safety and outdoor environment (e.g. snow, rain, desert, mountains, tunnels, body of water). • Operate public safety radios and associated test equipment. • 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 in accordance with a Class C driver's license. • Travel may require multiple days out of town. 		
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): The Associate 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 stages of projects. 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):		

This is a non-supervisory, full journey person professional level position. The incumbent must study operational, technical, and legal criteria to design, plan, recommend, and support complex project work 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). Moreover, the errors made by the incumbent may impact the unit's ability to meet the time requirements of projects and to complete the existing and future client project work in agreed upon time frames and upcoming budget change proposal (BCP) work.

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 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/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 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:

The Public Safety Communications (PSC), Microwave Engineering Services, Special Projects Unit is responsible for a wide array of engineering activities and services related to radio communications systems engineering and design for public safety agencies of the State of California. Under direction of a Senior Telecommunications Engineer, the position performs difficult engineering work or may act as lead person over subordinate staff members in connection with design, installation, maintenance, and operation of statewide radio communications systems. Incumbent may independently make or supervise radio communications engineering surveys and studies ensuring client agency public safety communications projects are completed in the most efficient and effective manner possible, and within the division's project management framework.

In alignment with our commitment to diversity, equity, inclusion, and accessibility, all Cal OES employees are encouraged to promote and foster an equitable and inclusive workplace environment.

Percent of Time	ESSENTIAL FUNCTIONS
35%	To provide technical guidance and solutions for our client systems: <ul style="list-style-type: none"> • Perform specification compliance testing for devices and systems. • Perform technical evaluations of radio site lease applications to determine if the proposed equipment will be compatible with existing equipment.

	<ul style="list-style-type: none"> • Perform computer and field-based radio site interference studies (e.g., intermodulation, receiver desensitization, electromagnetic interference (EMI)) and make recommendations to mitigate or eliminate the interference. • Test and troubleshoot vehicle radio performance and electromagnetic interference issues and recommend solutions to eliminate or mitigate the issues. • Measure and characterize mobile radio system performance (transceivers and antennas). • Make recommendations for device and system procurement specification. • Perform radio coverage studies (computer and field based). • Develop and provide final technical reports to clients. • Review and finalize engineering documentation at the completion of the project. • Meet assigned project schedule, scope and budget or immediately inform unit supervisor of problems that may affect your ability to meet the project schedule, scope, and budget.
35%	<p>To provide custom solutions or alternate resourcing for critical devices and services:</p> <ul style="list-style-type: none"> • Design and build electronic pc board-based products for field deployment. • Design and build apparatus cases and mounting brackets for electronics and other system components. • Design and produce custom interface and cable assemblies. • Design and configure antenna combining systems. • Design and build transportable fixed radio configurations for emergency field deployment or testing. • Perform specialized antenna tuning for unique mobile configurations. • Provide technical guidance, training, and field support to maintenance staff. • Provide product documentation and technical support for devices and services.
15%	<p>To instruct state agency operations personnel in matters pertaining to all phases of radio communications systems operation and maintenance:</p> <ul style="list-style-type: none"> • Attend 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.
10%	<p>To document statewide technical communication equipment standards and specifications, prepare construction and maintenance standards by documenting agency system configurations for inclusion in the Telecommunications Division Manual and Telecommunications Division Central Records library.</p>
Percent of Time	MARGINAL FUNCTIONS
5%	<p>Other Job-Related Duties as Required</p> <p>Performs other job-related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be limited to: assisting where needed within the program, which may include special assignments; 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 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 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 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"/>
KEYING: 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, and materials.	<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: Office environment.	<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:	<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 Cal 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 Cal 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