

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 / Radio Communications / Client Engineering / Radio Programming Development	POSITION NUMBER: 163-745-3640-002 / 70806	CBID: R09
TENURE: Permanent	TIME BASE: Full-Time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: ☒ 6 Mos. ☐ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR: Senior Telecommunications Engineer	CONFLICT OF INTEREST CATEGORY: ☒ Yes ☐ No	DMV PULL PROGRAM: ☒ Yes ☐ No

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

2. SUPERVISION EXERCISED:
N/A

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):

- Work schedule is Monday – Friday.

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.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
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.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
This is a non-supervisory journey level technical staff position. The position must study operational, technical, and legal criteria in order to design, plan, recommend and 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).

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:

Public Safety Communications (PSC), Client Engineering Division, Radio Programming Development 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 direction of a Senior Telecommunications Engineer, the Associate Telecommunications Engineer provides direction to maintenance technical staff for the installation of new systems or maintenance and solutions to problems with existing systems. In large system implementations, the incumbent may act as a lead person and may mentor junior level staff in the series. The incumbent is responsible for technical reports, equipment selection criteria, provide project cost estimates in part and labor, notify supervisor of risks to project budget, schedule or scope. Additionally, the incumbent will provide management and oversight to public safety telecommunications projects under the responsibility and authority of California Radio Interoperability System (CRIS).

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

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%	In order to provide technical advice to client agencies on electromagnetic communications requirements to meet operational needs of public safety communications users, the incumbent utilizes system diagrams, operation manuals, and best practice guidelines to: • 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. • Review and finalize engineering documentation at the completion of the project.
35%	In order to provide technically appropriate systems and equipment for client's use: Plan the use of Radio Frequencies (RF) by selection of locations, RF propagation, and RF characteristics. • Develop equipment specifications. • Perform specification compliance tests. • 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. • Accurately select and supply information for Federal Communications Commission (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, antenna, filters, and amplifiers). • Meet assigned project schedules or immediately inform unit supervisor of problems that may affect the ability to meet assigned project work.
15%	In order 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.
10%	In order to instruct state agency operations personnel in matters pertaining to all phases of telecommunications systems operation and maintenance: • 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. 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 through the use of the Empower system and the Business Engine Network (BEN) system in accordance with OES policies and guidelines, Memorandum of Understanding

	(MOU) provision and State Personnel Board (SPB) or California Department of Human Resources (CalHR) laws and rules, employee shall be required to: Maintain, in a timely manner, an accounting for personal time and accounts for billable hours using Empower and BEN time keeping and accounting software.
<i>Percent of Time</i>	MARGINAL FUNCTIONS
5%	Other Job-Related Duties as Required The incumbent will perform 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, Empower time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and 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.	☐	☐	☐	☐	☒
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	☐	☐	☒	☐	☐
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	☐	☐	☒	☐	☐
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	☐	☒	☐	☐	☐
SITTING: At a computer terminal or desk; conferring with employees.	☐	☐	☐	☐	☒
STANDING:	☐	☒	☐	☐	☐
BALANCING:	☐	☒	☐	☐	☐
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	☐	☐	☐	☐	☒
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	☐	☐	☐	☒	☐
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.	☐	☐	☐	☐	☒
LIFTING UP TO 10 LBS. OCCASIONALLY:	☐	☒	☐	☐	☐
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	☐	☒	☐	☐	☐
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	☐	☒	☐	☐	☐
KEYING: Pushing buttons on telephone; typing; copying.	☐	☐	☐	☒	☐
REACHING: Answering phones.	☐	☐	☒	☐	☐

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
CARRYING: Distributing mail; reports; stocking supplies.	☐	☒	☐	☐	☐
CLIMBING: Stairs	☐	☒	☐	☐	☐
BENDING AT WAIST:	☐	☒	☐	☐	☐
KNEELING:	☐	☒	☐	☐	☐
PUSHING OR PULLING:	☐	☒	☐	☐	☐
HANDLING: Documents, manuals	☐	☐	☐	☐	☒
DRIVING:	☐	☒	☐	☐	☐
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	☐	☐	☐	☐	☒
WORKING INDOORS:	☐	☐	☐	☐	☒
WORKING OUTDOORS:	☐	☒	☐	☐	☐
WORKING IN CONFINED SPACE: Enclosed office environment.	☐	☐	☐	☐	☒

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