

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/ CAPSNET Access	POSITION NUMBER: 163-721-3613-008 (70835)	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 Electrical Engineer is under the direction of the Senior Telecommunications Engineer, CAPSNET Access unit (CAU).

2. SUPERVISION EXERCISED:
N/A

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):

- Work schedule is Monday – Friday.
- Function effectively in an automated environment (PC, CAD, etc.).
- Willingness to work at night or on weekends and be available in case of emergency.

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.
- May be called during off hours to respond to emergencies, that could require climbing of antennae support structures (towers) to perform tests or inspect equipment.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
This position requires professionalism in dealing with California Office of Emergency Services (Cal OES) department managers/supervisors/employees, other state/local agencies, and federal government. 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

(CONTINUED) ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
area. Failure to perform duties of the position effectively could result in loss of critical information for the mission and the department.

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), Microwave Engineering Division, CAPSNET Access 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 the Associate and Senior engineers in telecommunications engineering work in connection with design, installation, maintenance and operation of statewide telecommunications systems.

In large system implementations, the incumbent assists engineering lead persons. Participates in developing technical reports and equipment selection criteria; providing project cost estimates for parts and labor; and notifying the 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.

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 support the overall success of the public safety radio engineering section, the position requires completion of engineering work which may include: • Writes detailed installation instructions and creates or modifies technical drawings. • Provides assistance when asked to other division staff members in the implementation of the project by meetings, e-mail, phone calls, etc. • Finalizes engineering documentation at the completion of the project by updating drawings, various databases, closing out subproject. • Advises and instructs operating and maintenance personnel of client agencies on communications systems. • Assists other engineering staff in performing line of sight surveys. • Assists other engineering staff in conducting engineering surveys of communications systems; collects and makes analysis on research data and prepares reports for system evaluation and operation to senior engineering staff and client agencies. • Performs less complex radio engineering design and modification work on assigned projects. • Advises and instructs operating and maintenance personnel of client agencies on communications systems.
30%	In order to evaluate new technologies for use within existing statewide telecommunications systems, the incumbent performs the following engineering work: • Analyzes and evaluates test data, and investigates applications of new communications technology in order evaluate equipment functionality and compatibility with existing communications systems. • Prepares inventories of communications supplies and equipment; makes special studies as needed and makes recommendations to client agencies on equipment implementations. • Prepares engineering reports with instructions to field staff for the deployment of microwave radio equipment, including antennas at client locations. • Meets assigned project schedules or immediately informs unit supervisor of problems that may affect the ability to meet assigned project work.
20%	In order to stay current with emerging technologies and industry engineering practices and in order to document statewide technical communication equipment standards and specifications: • Attends job-related training courses as conducted at the department, vendor, and outside training facilities or online as well as training classes related to telecommunications equipment or related broadband or radio (Very High Frequency (VHF), Ultra High Frequency (UHF), simulcast, microwave) engineering and maintenance theory. • Researches emerging technologies from the vendor community. • Stays abreast of the Federal Communications Commission (FCC's) rules and regulation updates. • Utilizes PSC project and installation practices.
10%	In order to accurately report time billed to client projects: • Maintains, in a timely manner, an accounting for billable hours using PSC's billable timekeeping and accounting software. • Keeps management informed of the status of the projects and tracks work hours for billing purposes. • Ensures site documentation changes are updated accurately and in a timely manner.

Percent of Time	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.	☐	☐	☐	☒	☐

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
REACHING: Answering phones.	☐	☐	☒	☐	☐
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