

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Telecommunications Technician

**SERIES NO.:**

5241

**MAJOR AGENCIES:**Administrative Services, Transportation, Job & Family Services,  
Public Safety, Natural Resources, Workers Compensation**EFFECTIVE DATE:**

02/26/2012

**SERIES PURPOSE:**

The purpose of the telecommunications technician occupation is to install, repair & maintain telecommunications &/or electronic data processing equipment for assigned agency on statewide, multi-agency network, & if assigned, to install, remove, repair & test radio equipment.

At the lower levels, incumbents install, repair & maintain telecommunications &/or electronic data processing equipment for assigned agency or statewide, multi-agency network, & if assigned, install, remove, repair & test radio equipment.

At the higher levels, incumbents lead, supervise or manage agency or system telecommunications operations, & in some cases, also radio operations.

**CLASS TITLE**

Telecommunications Technician 1

**CLASS NUMBER**

52411

**PAY RANGE**

08

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The developmental level class works under immediate supervision & requires working knowledge of electronics in order to learn to install, test, repair & maintain telecommunications &/or electronic data processing equipment & peripheral network materials (e.g., cables, telephone lines, circuit boards, controllers, multiplexers) for assigned agency, or in Department of Administrative Services, to learn to operate, test, install & maintain voice & data communications equipment on statewide, multi-agency telecommunications network, or in Department of Natural Resources, to learn to & assist higher-level telecommunications staff in installation, removal, repair & testing of telecommunications &/or electronic data processing equipment & peripheral network materials & mobile, portable, marine & hand-held two-way radios.

**CLASS TITLE**

Telecommunications Technician 2

**CLASS NUMBER**

52412

**PAY RANGE**

10

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of electronics in order to install, test, repair & maintain telecommunications &/or electronic data processing equipment & peripheral network materials (e.g., cables, telephone lines, circuit boards, controllers, multiplexers) for assigned agency, or in Department of Administrative Services, to operate, test, install & maintain voice & data communications equipment on statewide, multi-agency telecommunications network, or in Department of Natural Resources, to install, remove, repair & test telecommunications &/or electronic data processing equipment & peripheral network materials & base station & repeater two-way radios.

**CLASS TITLE**

Telecommunications Technician Coordinator

**CLASS NUMBER**

52413

**PAY RANGE**

11

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The advanced level class works under direction & requires thorough knowledge of electronics in order to coordinate agency or system telecommunications network operations (i.e., installation, testing, repair & maintenance of telecommunications &/or electronic data processing equipment & peripheral network materials [e.g., cables, telephone lines, circuit boards, controllers, multiplexers]) for assigned agency, or in Department of Administrative Services, to act as lead worker (i.e., provide work direction & training) over lower-level telecommunications technicians & coordinate troubleshooting, correcting of user telecommunication problems, installation, operation, testing & maintenance of voice & data communications equipment on statewide, multi-agency telecommunications network, or in Department of Natural Resources, to act as lead worker (i.e., provide work direction & training) over lower-level telecommunications technicians & coordinate troubleshooting, correcting of user telecommunication problems & installation, removal, repair & testing of electronic data processing equipment & peripheral network materials & radio equipment to include base station & repeater two-way radios.

**CLASS TITLE**

Telecommunications Technician Manager

**CLASS NUMBER**

52417

**PAY RANGE**

14

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The management level class works under administrative direction & requires thorough knowledge of electronics or data processing in order to plan & direct telecommunications technician section comprised of two or more units (i.e., hardware support, planning & control, system administration) & supervise supervisory personnel for assigned agency; or in Department of Administrative Services, to manage telecommunications section comprised of two or more units (i.e., hardware support, planning & control & system administration) in overall operation of statewide multi-vendor, multi-agency telecommunications network & supervise supervisory personnel; or plan & direct installation, configuration & maintenance of Division of State Highway Patrol's computer systems & supervise assigned electronic technicians & other paraprofessional/professional employees, or in Department of Natural Resources, to plan, design & implement overall operations for installation, removal, repair & testing of telecommunications &/or electronic data processing equipment & peripheral network materials & radio equipment to include base station & repeater two-way radios & supervise assigned telecommunications technician personnel.

| <u>CLASS TITLE</u>              | <u>CLASS NUMBER</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|---------------------------------|---------------------|--------------|------------------|------------------|
| Telecommunications Technician 1 | 52411               | 09           | 01/09/2005       | 08               |

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Learns to install, test, repair & maintain non-intelligent &/or intelligent electronic data processing &/or voice telecommunications equipment/devices (e.g., terminals, modems, printers, telephones) & peripheral network materials (e.g., cables, telephone lines, circuit boards, controllers, multiplexers), assists in connecting cables, checking proper operation of equipment/devices & trouble-shooting & correcting problems & learns to operate testing equipment (e.g., protocol analyzer, line analysis computer) & hand tools for assigned agency; or in Department of Administrative Services, learns to operate, test, install & maintain voice & data communications equipment (e.g., modems, terminals, multiplexers) on statewide, multi-agency telecommunications network; or in Department of Natural Resources, learns to & assists higher-level telecommunications staff in installation, removal, repair & testing of telecommunications &/or electronic data processing equipment & peripheral network materials & mobile, portable, marine & hand-held two-way radios.

Assists in maintaining inventory &/or billing records; removes & stores excess cable; transports equipment to office locations; assists in training users in use &/or repair of equipment; reads technical manuals & instructions; operates personal computer.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of electronics or telecommunications; installation, repair & maintenance of telecommunications &/or electronic data processing equipment\*; fractions, decimals, percentages. Skill in use of electronic testing equipment (e.g., protocol analyzer, line analysis computer) & hand tools\*. Ability to deal with several variables within familiar context; read technical manuals & instructions; move limbs/fingers easily to perform manual functions.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of associate core program in electronics or telecommunications.

-Or 12 mos. exp. in installation, repair & maintenance of telecommunications &/or data processing equipment &/or radio equipment, with experience to be commensurate with approved Position Description on file.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

In Department of Administrative Services & Bureau of Workers' Compensation: Some overnight travel within state required; must work as essential employee; must submit to & pass personal background check; must agree to & sign Department of Administrative Services', Division of Computer Services, or Bureau of Workers' Compensation, Management Information Systems, Code Of Responsibility for security & confidentiality of data files & safeguarding of state &/or Ohio Bureau of Workers' Compensation assets. In Department of Job & Family Services, overnight travel within state required.

| <u>CLASS TITLE</u>              | <u>CLASS NUMBER</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|---------------------------------|---------------------|--------------|------------------|------------------|
| Telecommunications Technician 2 | 52412               | 09           | 01/09/2005       | 10               |

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Installs, tests, repairs & maintains electronic data processing &/or voice telecommunications equipment (e.g., terminals, modems, printers, telephones) & peripheral network materials (e.g., cables, telephone lines, circuit boards, controllers, multiplexers), connects cables & wiring, checks equipment for proper operation, troubleshoots network problems by testing equipment & lines, repairing equipment or by contacting service vendors & operates testing equipment (e.g., protocol analyzer, line analysis computer) & hand tools for assigned agency or on statewide, multi-agency telecommunications network; or in Department of Natural Resources, installs, removes, repairs & tests telecommunications &/or electronic data processing equipment & peripheral network materials & base station & repeater two-way radios.

Measures & inspects buildings & offices to determine location of equipment & cables; orders cables, parts &/or other equipment; removes & stores excess cable; transports equipment to office locations; maintains inventory & records of equipment; configures & builds telecommunications cables; prepares billing documents; reads technical manuals & instructions; operates personal computer; in Department of Natural Resources, installs, removes, repairs & test mobile, portable, marine & hand-held two-way radios.

Trains users in use &/or repair of equipment; trains lower-level telecommunications technicians in installation & repair of equipment.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of electronics or electronics engineering; employee training & development\*; installation, repair & maintenance of telecommunications &/or electronic data processing equipment; inventory control & agency purchasing/billing procedures\*. Skill in use of electronic testing equipment (e.g., protocol analyzer, line analysis computer) & hand tools. Ability to deal with variety of variables in somewhat unfamiliar context; read technical manuals & instructions; move limbs/fingers easily to perform manual functions.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of associate core program in electronics or electronic engineering; 12 mos. exp. in installation, repair & maintenance of telecommunications &/or electronic data processing equipment &/or radio equipment, with experience to be commensurate with approved Position Description on file.

-Or 12 mos. exp. as Telecommunications Technician 1, 52411.

NOTE: If position requires work on base station & repeater, applicants must also hold General Radio Telephone Operator's License issued by Federal Communications Commission, or be certified by one of following: Society of Broadcast Engineers, National Association of Business & Educational Radio, Inc., International Society of Certified Electronic Technicians, National Association of Radio & Telecommunications Engineers, Inc., Associated Public Safety Communications Officers, Inc., or any other private industry certificate recognized by FCC to fulfill requirement of 47CFR90.433.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

In Department of Administrative Services & Bureau of Workers' Compensation: Some overnight travel within state required; must work as essential employee; must submit to & pass personal background check; must agree to & sign Department of Administrative Services', Division of Computer Services, or Bureau of Workers' Compensation, Management Information Systems, Code Of Responsibility for security & confidentiality of data files & safeguarding of state &/or Ohio Bureau of Workers' Compensation assets. In Department of Job & Family Services, overnight travel within state required.

| <u>CLASS TITLE</u>                        | <u>CLASS NUMBER</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|---|---------------------|--------------|------------------|------------------|
| Telecommunications Technician Coordinator | 52413               | 09           | 01/09/2005       | 11               |

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Coordinates & monitors agency or system telecommunications network operations (i.e., installation, testing, repair & maintenance of electronic data processing &/or voice telecommunications equipment & peripheral network materials), receives user requests for network changes & investigates feasibility of changes, assigns & reviews work of telecommunications technicians as lead worker & coordinates troubleshooting & correcting of user telecommunications problems for assigned agency or statewide multi-agency telecommunications network; or in Department of Natural Resources, acts as lead worker (i.e., provides work direction & training) over lower-level telecommunications technicians & coordinates troubleshooting, correcting of user telecommunications problems & installation, removal, repair & testing of electronic data processing equipment & peripheral network materials & radio equipment to include base station & repeater two-way radios.

Installs, tests, repairs & maintains electronic data processing &/or voice telecommunications equipment (e.g., terminals, modems, printers, telephones) & peripheral network materials (e.g., cables, telephone lines, circuit boards, controllers, multiplexers); orders equipment &/or cable & maintains inventory; prepares site preparation descriptions; monitors billing activities.

Assists users with plans for installation, upgrade &/or removal of equipment/ devices; attends meetings with users; coordinates service with outside vendors (e.g., Ohio Bell, A.T.& T., UNISYS).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of electronics or computer science/ electronic data processing; employee training & development; installation, repair & maintenance of telecommunications &/or electronic data processing equipment; inventory control & agency purchasing/billing procedures\*. Skill in use of electronic testing equipment (e.g., protocol analyzer, line analysis computer) & hand tools. Ability to deal with variety of variables in somewhat unfamiliar context; read technical manuals & instructions; move limbs/fingers easily to perform manual functions.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of associate core program in electronics, electronic engineering or computer science; 24 mos. exp. in installation, repair & maintenance of telecommunications &/or electronic data processing equipment/devices; 3 mos. trg. or 3 mos. exp. in employee training &/or development.

-Or 12 mos. exp. as Telecommunications Technician 2, 52412.

NOTE: If position requires work on base station & repeater, applicants must also hold General Radio Telephone Operator's License issued by Federal Communication Commission, or be certified by one of following: Society of Broadcast Engineers, National Association of Business & Educational Radio, Inc., International Society of Certified Electronic Technicians, National Association of Radio & Telecommunications Engineers, Inc., Associated Public Safety Communications Officers, Inc., or any other private industry certificate recognized by FCC to fulfill requirement of 47CFR90.433.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

In Department of Administrative Services & Bureau of Workers' Compensation: Some overnight travel within state required; must work as essential employee; must submit to & pass personal background check; must agree to & sign Department of Administrative Services', Division of Computer Services, or Bureau of Workers' Compensation, Management Information Systems, Code Of Responsibility for security & confidentiality of data files & safeguarding of state &/or Ohio Bureau of Workers' Compensation assets.

| <u>CLASS TITLE</u>                    | <u>CLASS NUMBER</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|---------------------------------------|---------------------|--------------|------------------|------------------|
| Telecommunications Technician Manager | 52417               | EX           | 01/09/2005       | 14               |

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Plans & directs telecommunications technician section comprised of two or more units (e.g., hardware support, planning & control, system administration), supervises telecommunications technician supervisors &/or other supervisory personnel, monitors section activities, participates in agency long-range planning for purchasing, designing & installing telecommunications equipment, evaluates cost & feasibility of telecommunications testing equipment & vendor products, prepares or assists in preparation of section budget, monitors expenditures & develops & implements changes in section operations for assigned agency; or in Department of Administrative Services, plans & directs activities of telecommunications section comprised of two or more units (e.g., hardware support, planning & control, system administration) in overall operation of statewide multi- vendor, multi-agency voice & data communication network & supervise supervisory personnel; or plans & directs installation, configuration & maintenance of Division of State Highway Patrol's computer systems & supervises assigned electronic technicians & other paraprofessional/ professional employees (e.g., systems analyst); or in Department of Natural Resources, plans, designs & implements overall operations for installation, removal, repair & testing of telecommunications &/or electronic data processing equipment & peripheral network materials & radio equipment to include base station & repeater two-way radios & supervises assigned telecommunications technician personnel.

Analyzes, controls & plans changes in telecommunications network; designs overall layout of equipment; prepares documentation for operation & troubleshooting of equipment/devices; schedules installations & anticipates problems.

Establishes & maintains user relations; meets with users regarding plans, problems &/or operations; coordinates section activities with other agency personnel.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of electronics; data processing; management\*; supervisory principles/techniques; computer operations; installation, repair & maintenance of telecommunications &/or electronic data processing equipment; inventory control & agency purchasing/billing procedures; budgeting. Skill in operation of computer terminal. Ability to define problems, collect data, establish facts & draw valid conclusions; read technical manuals & instructions.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of associate core program in electronics, electronic engineering or computer science; 24 mos. exp. in installation, repair & maintenance of telecommunications &/or electronic data processing equipment/devices; 12 mos. trg. or 12 mos. exp. in computer operations; 12 mos. trg. or 12 mos. exp. in supervisory principles/ techniques.

-Or 12 mos. exp. as Telecommunications Technician Supervisor, 52416.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

On call 24 hrs./day, 7 days/week; work may involve operation of computer terminal for long periods of time; must work as essential employee; must submit to & pass personal background check; must agree to & sign Department of Administrative Services', Division of Computer Services, or Bureau of Workers' Compensation, Management Information Systems, Code Of Responsibility for security & confidentiality of data files & safeguarding of state &/or Ohio Bureau of Workers' Compensation assets. In Department of Job & Family Services, overnight travel within state required.