

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	CLASSIFICATION SERIES: Telecommunications Technician	SERIES NO.: 5241
	MAJOR AGENCIES: Attorney General only	EFFECT. DATE: 01/01/1980

SERIES PURPOSE:

The purpose of the telecommunications technician occupation is to install, repair & maintain telecommunications &/or electronic data processing equipment for assigned agency or statewide network.

At the lower levels, incumbents install, repair & maintain telecommunications &/or electronic data processing equipment.

CLASS TITLE:

Telecommunications Technician 1

CLASS NUMBER:

52411

EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

09/22/1991

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).

CLASS TITLE:

Telecommunications Technician 2

CLASS NUMBER:

52412

EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

09/22/1991

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of electronics in order to collect data concerning circuit outages on state data & voice networks using logical test procedures & software & manual test procedures, analyzes data collected & related records to determine probable cause & coordinates restoration of service with appropriate vendor & periodically installs & maintains circuit & test equipment or install, test, repair & maintain telecommunications &/or electronic data processing equipment & peripheral network materials (e.g., cables, telephone lines, circuit boards, controllers, multiplexers).

CLASS TITLE:

Telecommunications Technician Coordinator

CLASS NUMBER:

52413

EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

09/22/1991

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]).

CLASS TITLE: Telecommunications Technician 1	CLASS NO.: 52411	BARG. UNITS: 047
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EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

09/22/1991

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.

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/devices; reads technical manuals & instructions.

MAJOR WORKER CHARACTERISTICS:

Knowledge of electronics or computer operations/ electronic data processing; 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; lift up to 100 lbs. of equipment & tools.

(*) 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 alternative, equivalent evidence of the Minimum Class Qualifications noted above.

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be required to lift & move terminals & microcomputers that weigh up to 100 lbs; overnight travel may be required; may be designated as essential employee; may be required to pass personal background check; may be required to agree to & sign code of responsibility for security & confidentiality of data files & safeguarding of state assets.

CLASS TITLE: Telecommunications Technician 2	CLASS NO.: 52412	BARG. UNITS: 047
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EFFECTIVE DATE:
01/01/1980

NEW EFFECTIVE DATE:
09/22/1991

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.)

Uses logical test procedures to collect information on circuit outages on state data & voice networks through software & manual test equipment, analyzes data collected & related records to determine probable cause & coordinates restoration of service with appropriate vendor, periodically installs telecommunication equipment & periodically performs first level maintenance on various circuit & test equipment or installs, tests, repairs & maintains intelligent &/or non-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), 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.

Measures & inspects buildings & offices to determine location of equipment/devices & cables &/or performs other site preparations; orders cables, parts &/or other equipment/devices; 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; periodically updates databases.

Trains users in use &/or repair of equipment/devices; trains lower-level telecommunications technicians in installation & repair of equipment/devices, assists users with new installations; assists in carrying out administrative functions (e.g., liaison with vendors; orders/cancels circuits; programming of switches).

MAJOR WORKER CHARACTERISTICS:

Knowledge of electronics or computer operations/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; lift up to 100 lbs. of equipment & tools.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of associate core program in electronics, electronic engineering or computer operations; 12 mos. trg. or 12 mos. exp. in installation, repair & maintenance of telecommunications &/or electronic data processing equipment or as computer operator.

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

-Or alternative, equivalent evidence of the Minimum Class Qualifications noted above.

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be required to lift & move terminals & microcomputers that weigh up to 100 lbs.; may be required to travel overnight; may be designated as essential employee; may be required to pass background check; may be required to agree to & sign code of responsibility for security & confidentiality of data files & safeguarding of state assets.

CLASS TITLE: Telecommunications Technician Coordinator	CLASS NO.: 52413	BARG. UNITS: 047
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EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

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/devices & 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.

Installs, tests, repairs & maintains 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); 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 operations/ electronic data processing; 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; lift up to 100 lbs. of equipment & tools.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of associate core program in electronics, electronic engineering or computer operations; 24 mos. trg. or 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.

-Or alternative, equivalent evidence of the Minimum Class Qualifications noted above.

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be required to lift & move terminals & microcomputers that weigh up to 100 lbs; may be required to travel overnight; may be designated as essential employee; may be required to pass background check; may be required to agree to & sign code of responsibility for security & confidentiality of data files & safeguarding of state assets.