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| STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION | CLASSIFICATION SERIES: Telecommunications Technician | SERIES NO : 5241T |
| | MAJOR AGENCIES: Treasurer of State Only | EFFECTIVE DATE: 1-23-94 |
| <p>SERIES PURPOSE: The purpose of the telecommunications technician occupation is to install, repair & maintain telecommunications &/or electronic data processing equipment for Treasurer of State's office on statewide, multi-agency network.</p> <p>Incumbents coordinate agency or system telecommunications operations.</p> | | |

CLASS TITLE: Telecommunications Technician Coordinator

CLASS NUMBER: 52413T

EFFECTIVE DATE:
1-23-94

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 Treasurer of State's office.

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| CLASS TITLE: Telecommunications Technician Coordinator | CLASS NUMBER: 52413T | BARGAINING UNIT: EX |
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JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THE 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 or user telecommunications problems for Treasurer of State's office.

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 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.

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: Not applicable.