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Class Specifications
for the Class:

TELEPHONE ENGINEER

Distinguishing Characteristics:

This class reflects responsibility for providing telecommunications engineering expertise in the planning, design, modification, purchase, lease, installation, use and maintenance of all voice, telephone and other telecommunications equipment and facilities for the State government; and supervising others engaged in providing support services for the State's voice and telephone communication networks. Responsibilities of the class include overall system planning and design, the development of operating standards and the review of all requests for voice, telephone, and other communications services and equipment, the performance of studies in all areas required to determine the feasibility of such requests in view of the overall State communication needs, and recommending alternatives or changes to design plans to accommodate the user agency's telecommunication needs. As this class reflects a highly technically competent telephone engineer, assignments are reviewed primarily for conformance with the division's policies and objectives.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

Plans and coordinates the engineering, purchase, lease, use and maintenance of communications services and equipment of the State government; consolidates and coordinates wire transmission communication requirements within and between State agencies; acts as primary point of contact representing State agencies in communications matters with representatives of all external agencies such as FCC, county agencies, etc.; proposes and recommends policies and procedures concerning voice, telephone, and other wire transmission related communication matters of the State government; interprets new FCC rules and regulations and advises State departments; serves as technical consultant to all departments and contractors on all communications problems involving voice, telephone, and other telecommunication functions; provides systems design specifications and specialized engineering studies to support establishment or relocation of communications systems, and establishes, modifies or interprets system performance parameters; reviews and evaluates telephone capabilities and requirements of State agencies; coordinates voice and telephone communication user requirements with the Radio Engineer when exploring use of the State's radio

facilities; inspects or directs the inspection of the installation, repair and maintenance of voice, telephone, intercom and related transmission type equipment and facilities; reviews and evaluates plans and specifications prepared by consultants for technical accuracy and for compliance with various procedures, policies and FCC regulations; prepares consultant contracts for major system studies and oversees such contracts; evaluates telephone system proposals by interconnect or telecommunication companies; plans, assigns, directs, reviews and evaluates the work performed by subordinates; assesses the training and staff development needs of subordinates and provides appropriate training as required; interviews applicants for vacancies in the section and recommends selection; approves employee leave requests; counsels employees; and takes appropriate disciplinary action as necessary.

Knowledge and Abilities Required:

Knowledge of: Principles, techniques, and practices of electronics engineering and voice and telephone communication including wire and radio communication theory, telecommunication design basics and distribution systems; current development and trends in wire and radio communication concepts and technology; sources of voice and telephone and related telecommunication and networking equipment and information; and public relations.

Ability to: Interpret, analyze and apply electronics engineering and telephone communications principles in solving problems involving electronic communications; design and modify telephone communications systems and prepare cost estimates; conduct field tests, traffic and switching studies and inspections of communications systems and equipment; interpret and apply pertinent laws, rules, regulations and policies; recommend operating policies and procedures as they relate to telephone and related wire transmission communications systems; understand and evaluate the communications needs of users; deal tactfully with consultants, user agencies and industry representatives; communicate effectively both orally and in writing; and supervise the work of others.

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This is an amendment to the specification for the class TELEPHONE ENGINEER approved on March 4, 1983.

DATE APPROVED: 10/31/00 /s/ Dawn M Young
DAVIS K. YOGI
Director of Human Resources Development