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Class Specifications
for the Class:

ASSISTANT CIVIL DEFENSE TELECOMMUNICATIONS OFFICER
(ASSISTANT CD TELECOMS OFFCR)

Duties Summary:

Assists the Telecommunications Branch Chief in the overall planning and directing of the statewide civil defense telecommunications and warning systems; plans, designs and coordinates the modernization and replacement of the statewide siren warning system; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects a full assistant to the Telecommunications Branch Chief. The one position in this class is responsible for assisting in all aspects of the civil defense telecommunications program including participating in program policy formulation and assuming the branch chief's responsibilities in his/her absence which includes the supervision and direction of volunteers as well as regular civil defense personnel in coordinating the overall operations of the switchboard, radio message, computer networking and inter-isle data message centers upon activation of the Emergency Operating Center.

In addition, the position in this class plans, designs, and coordinates the modernization and replacement of the statewide siren warning system and coordinates priorities, plans, and activities with Federal, State, and County agencies.

The civil defense telecommunications and siren warning systems provide the vital link to the public during all types of disasters. Telecommunications include the telephone, computer, facsimile machine, inter-isle data net, radio, siren control, and emergency broadcast systems. Daily, weekly or monthly tests of the equipment are conducted to assure operational readiness.

Examples of Duties:

Assists in the overall planning and directing of the statewide civil defense telecommunications and warning system; assumes responsibility for the Telecommunications Branch in the absence of the branch chief; assists in establishing operational and technical policy for the State Civil Defense Telecommunications System; assists in directing the operation of a

communication-electronics maintenance facility and its statewide program including the supervision of the maintenance section personnel and volunteer radio operators; participates in the preparation and development of the Multi-Year Telecommunications Development (MYTD) plan for State Civil Defense and assists County Civil Defense Agencies in developing their MYTD plans; shares in the coordination, development, and promotion of civil defense planning and operations with telecommunications personnel throughout the State to achieve maximum utilization of and mutual cooperation and support for the civil defense telecommunications and warning systems, efficiency, effectiveness, security and survivability; shares in scheduling, operating and testing the numerous telecommunications systems between the division and other State departments, the counties, federal government, military and other cooperating organizations and states; with the branch chief, directs and/or performs the inspection, operation and testing of the State's Civil Defense Telecommunications and Warning Systems; with the branch chief, jointly writes emergency communications plans, operating procedures and training aids; coordinates and/or conducts training for State, County and other agencies' civil defense personnel; maintains tactical mobile communications support unit capability to augment agencies at the scene of a disaster, civil disorder or other emergency; plans, designs, budgets and coordinates the modernization and replacement of the statewide warning system; coordinates with Federal, State, County, business and community agencies in establishing priorities and establishing funds for adding, maintaining, upgrading and/or replacing warning sirens; prepares written and verbal reports of system requirements, deficiencies, and proposals; initiates applications for Federal funds; assures frequency and propagation research are conducted and records maintained in support of FCC requirements; coordinates and processes FCC license applications, amendments and renewals on behalf of the division; conducts engineering site surveys and studies to evaluate optimum location and type of warning sirens in communities including life cycle studies and cost benefit analyses; evaluates the use of aerial warning, determines equipment needs and coordinates with Civil Air Patrol for effective coverage of coastal and offshore areas; ensures warning system needs are continually met by reviewing population and construction growth; assures the maintenance of detailed siren records including maps, data on population, siren coverage, etc.; provides technical expertise in developing warning system and component specifications for State contracts, coordinates with Contracting and Engineering Office and Department of Accounting and General Services, monitors and works with contractor, and assists in final inspection, evaluation and acceptance; assists in the technical review, testing and evaluation of new and proposed communication and warning products for potential use by State and counties; conducts investigations of warning and communications complaints and reports findings and

recommendations to branch chief; supervises the maintenance of a Technical Reference Library; makes recommendation for the State's Emergency Communications Development Plan (ECDP); reviews ECDPs from counties for validity and accuracy and determines eligibility of schedules for Federal matching funds; participates in the planning of emergency telecommunication systems to provide more effective and efficient direction and control capabilities for the State's Chief Executive and his staff; establishes and updates detailed computer networking programs that control and link the State and County Emergency Operating Centers; and may attend classified briefings and transport classified documents pertaining to civil defense operations.

Knowledge and Abilities Required:

Knowledge of: Telecommunication principles, techniques and practices; principles of sound levels and audio frequency carrying ability; pertinent FCC rules and regulations; capabilities and limitations of various types of telecommunication equipment and transmission media; current developments and trends in telecommunication concepts and technology; principles and practices of supervision and management; and public relations.

Ability to: Assist in the planning and directing of the civil defense telecommunications and warning systems program and operations; deal effectively with committees and representatives of community groups and governmental and industry personnel; interpret and apply pertinent laws, rules, regulations, policies, etc.; develop operating policies and procedures as they relate to telecommunications and warning systems; analyze and solve telecommunications and warning systems operational problems; prepare equipment specifications and cost estimates; interpret schematic diagrams and architectural drawings; conduct technical on-site surveys to evaluate factors affecting the carrying ability of warning sirens and determine optimum location; deal effectively with complex telecommunications problems; prepare an operating budget; speak to groups and individuals; and communicate effectively both orally and in writing.

This is the first class specification for the new class ASSISTANT CIVIL DEFENSE TELECOMMUNICATIONS OFFICER (ASSISTANT CD TELECOMS OFFCR).

EFFECTIVE DATE: November 1, 1989

DATE APPROVED: January 11, 1992

/s/ Diana H. Kaapu
for SHARON Y. MIYASHIRO
Director of Personnel Services