

Minimum Qualification Specifications  
for the Class:

ASSISTANT CIVIL DEFENSE TELECOMMUNICATIONS OFFICER  
(ASSISTANT CD TELECOMS OFFCR)

**Basic Education Requirement**

Graduation from an accredited four (4) year college or university with a bachelor's degree in electrical engineering.

Excess work experience as described under Specialized Experience below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

**Experience Requirements**

Applicants must have had responsible experience of the kind, quality and quantity described in the statements below, or any equivalent combination of training and experience.

Specialized Experience: Two and one-half (2-1/2) years of professional work experience in the field of telecommunications operations which demonstrated knowledge of telecommunications procedures, processes, techniques, methodology, design and operation, routing and principles and their application. This experience may have been gained through work with wireline systems, point-to-point high frequency radio systems, terrestrial/satellite microwave systems, two-way FM/AM radio communications systems or data networking. In addition, the experience must have demonstrated the ability to perform difficult technical studies and analyses, develop sound telecommunication and/or warning plans, analyze operational problems and develop solutions and write operational and technical reports.

Non-Qualifying Experience: Routine operation of radio or other communications equipment or any other experience which has not afforded the applicant the opportunity to gain and to demonstrate the ability to perform progressively responsible work requiring the application of the principles of telecommunications operations is not qualifying.

Supervisory Experience: One (1) year of supervisory work experience which included: 1) planning, organizing, scheduling and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

**Substitutions Allowed**

1. A master's degree in electrical engineering from an accredited college or university may be substituted for one (1) year of Specialized Experience.
2. A Ph.D. degree in electrical engineering from an accredited college or university may be substituted for two (2) years of Specialized Experience.

**Quality of Experience**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**Selective Certification**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests**

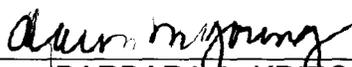
Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specifications for the class ASSISTANT CIVIL DEFENSE TELECOMMUNICATIONS OFFICER, which were approved on June 8, 2012.

DATE APPROVED: 4/1/2013

  
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BARBARA A. KRIEG, Director  
Department of Human Resources Development