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Class Specifications  
for the Class:

CIVIL DEFENSE TELECOMMUNICATIONS OFFICER  
(CIVIL DEFENSE TELECOMS OFFCR)

Duties Summary:

Plans, directs and participates in the development, maintenance and operation of the statewide civil defense telecommunications and warning systems; and performs other related duties as assigned.

Distinguishing Characteristics:

The position in this class is the civil defense telecommunications branch chief and is responsible for directing, supervising and participating in the activities of civil defense telecommunications personnel in the preparation of statewide civil defense telecommunications and warning system plans; in the installation, maintenance and operations of civil defense telecommunication and warning equipment and facilities; and in coordinating the work involving such activities with county civil defense personnel. Supervision is exercised over a small group of technical and professional personnel. Upon activation of the Emergency Operating Center during disasters, the position in this class is also responsible for the supervision and direction of volunteers as well as regular civil defense personnel in coordinating the overall operations of the switchboard, radio message and teletype message centers.

The position in this class is the technical authority in the civil defense telecommunications program area. The work is performed under the general direction of the Vice Director of Civil Defense.

Example of Duties:

Plans, directs and participates in the development, maintenance and operation of the statewide civil defense telecommunications and warning systems; establishes operational policies and procedures, both technical as well as administrative, for the State civil defense telecommunications and warning system; coordinates State civil defense telecommunications planning and operations with telecommunications personnel throughout the State including cable, radio and television broadcasting, Radio Amateur Civil Emergency Service (RACES) program participants and county, federal, civilian and military agency representatives, to insure the efficiency, effectiveness, security and survivability of the

public safety communication system; promotes the maximum utilization of all telecommunication systems of the State, counties and other civil defense related organizations to conserve energy and minimize redundancy through joint sharing agreements, coordinated planning, etc.; reviews the State civil defense telecommunication and warning system program budget and makes oral presentation to the Legislature; directs the preparation and development of the statewide Multi-Year Telecommunications Development (MYTD) plan for the State civil defense; provides advice and consultation in the layout and installation of the telecommunications and warning systems for the State and county civil defense systems; directs the statewide warning system program which includes periodic surveys throughout the State to select optimum sites for new warning sirens, the preparation of detailed topographical maps showing current and proposed coverage patterns, and the testing, evaluation and use of various fixed, mobile, airborne, audible, visual, mechanical and electronic warning devices; supervises the training of county personnel in warning system equipment operation and maintenance practices; directs the repair and maintenance operation for telecommunications and warning equipment including scheduling of preventive maintenance routines, implementing cost effective practices and procedures, assigning job priorities, and testing of the telecommunications systems between the division and other State departments, counties, Federal government, military and other cooperating agencies; directs and participates in the telecommunications activities of dispatchers and operators and maintenance personnel in the Emergency Operating Center during emergencies; directs the maintenance of the statewide Emergency Broadcast System studio at the State Emergency Operating Center and the testing of the system monthly; directs the operation and maintenance of a tactical mobile communications support unit to provide emergency communications services at the scene of disasters; supervises and promotes observance of prescribed safety practices; supervises test and acceptance procedures and analysis and evaluation of new telecommunications and warning systems and equipment; serves as the telecommunications staff advisor to all civil defense administrators and county officials on all operational, technical and planning matters pertaining to civil defense communication systems; attends classified briefings and transports classified documents pertaining to civil defense operations.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of supervision and management; telecommunications principles, techniques and practices; principles of sound levels and audio frequency carrying ability; pertinent Federal Communications Commission rules and regulations; capabilities and limitations of various types of

telecommunication equipment and transmission media; current developments and trends in telecommunications concepts and technology; and public relations.

Ability to: Plan and direct the civil defense telecommunications and warning system program and operations; deal effectively with committees and representatives of community groups, other governmental agencies and industry; 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 locations; deal effectively with complex telecommunications problems; prepare an operating budget; speak to groups and individuals; and communicate effectively both orally and in writing.

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This is an amendment to the class specification for the class CIVIL DEFENSE TELECOMMUNICATIONS OFFICER (CIVIL DEFENSE TELECOMS OFFCR) approved on December 22, 1982.

DATE APPROVED: 6/30/88

/s/ Diana H. Kaapu  
for ALFRED C. LARDIZABAL  
Director of Personnel Services