



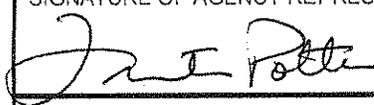
<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS505140
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006318  JOB CODE TITLE Telecommunications Billing Analyst	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>
			Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Telecommunications Billing Analyst	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006321    Fiscal Officer 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt
If FLSA Exempt, exemption type:			Page 2 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.    TO: 5:00 p.m.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Performs contract review for cost recovery including the Multi-Agency Radio Communication System (MARCS) co-location agreements & other voice & data agreements including the federal education rate (E-Rate) telecommunications support program: ensures accurate & timely billing & receipt of revenue for contracted co-location agreements of MARCS towers, works with the Federal Communications Commission (FCC) & Universal Service Fund Administration Company (USAC) to resolve discrepancies on discount applications; applies discounts to internal service invoices; submits recovery documentation to USAC; prepares & submits periodic reports to USAC & FCC in accordance with E-Rate program reporting requirements.	Knowledge of 1, 2, 3, 4, 5, 6* Skill in 7 Ability to 8, 9, 10, 11, 12
5	Performs other related duties as required: chairs or attends meetings regarding IT and telecommunication services, rate setting, cost recovery, revenue, billing methodologies & business practices; disseminates information concerning cost analysis, expense & revenue data & rate setting processes; prepares & monitors operating reports; trains client methodologies & invoice interpretation & reconciliation; maintains database & pertinent records for services, inventory & account adjustments; assists with calculation, tracking & receipt of cost recovery fees from third party vendors for services sold to state & local entities.	Knowledge of 1, 2, 3, 4, 5, 6* Skill in 7 Ability to 8, 9, 10, 11, 12

\*developed after employment

JOB CODE 66511	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
			2.18.10

App'd 2-19-10 CB