100-400U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Service Delivery Division

UNIT OR OFFICE
Unified Network - MARCS

POSITION NUMBER
20006382 (41660.0)

JOB CODE TITLE
Telecommunication Systems Analyst 3

JOB CODE
67113

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Telecommunication Systems Analyst 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006380 (41654.0) Telecommunications Network Manager 1

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
65	Leads team of lower-level telecommunications systems analysts in designing & engineering complex wireless radio communication systems (e.g., public safety/law enforcement, fire, emergency medical service systems): prepares & reviews Multi-Agency Radio Communications System (MARCS) design criteria; performs & analyzes digital/analog infrastructure loading & trunked mobile radio trafficking studies; performs design & engineering for small telecommunication projects that impact on MARCS public safety/law enforcement & other first responder wireless radio communication systems; designs & maintains mobile radio support software & databases (e.g., radio identifications, talk groups); utilizes knowledge of FCC/FAA rules, regulations & databases to verify technical information for correctness & validity; performs & analyzes frequency propagation & intermodulation studies & ensures conformance with FCC & FAA regulations; reviews structural & electrical drawings; resolves complex technical, public safety/law enforcement wireless radio communication system issues participates in &oversees subordinate employees in installation, calibration & acceptance testing of equipment; participates in & oversees tracking of orders through acceptance & turn-up; prepares any federal, state &/or local licenses relating to tower construction or frequency initiation.	Knowledge of (1) human/public relations; (2) agency policies & procedures*; (3) government structure & process; (4) FCC & FAA rules, regulations & databases; (5) geographical coverage analysis software; (6) workforce planning; (7) electronics theory & practice; (8) public safety/law enforcement wireless radio communication systems; (9) acceptance testing; (10) wireless radio communication devices; (11) training techniques. Skill in (12) operation of personal computer & peripherals. Ability to (13) interpret technical material in books, manuals & journals; (14) comprehend & record figures accurately; (15) prepare meaningful, concise & accurate reports; (16) cooperate with co-workers on group projects; (17) conduct tasks on wireless radio communication devices.
25	Performs & oversees maintenance of MARCS mobile radio system communication facilities & tracks/controls related documentation: reviews telecommunication service orders & requests; acts as technical liaison.	Knowledge of 1, 2*, 3, 4, 5, 6, 7, 8, 9, 10, 11 Skill in 12 Ability to 13, 14, 15, 16, 17 *developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Gregory L Mounts

DATE: 2/15/07

Appd 8-23-07 CB

100-400U

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USUAL WORKING TITLE OF POSITION
Telecommunications Systems Analyst 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006380 (41654.0) Telecommunications Network Manager 1

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
10	Participates in & oversees coordination of vendor & telephone companies' communication timeframes, installation, acceptance testing & turn-up of new or revised MARCS mobile radio system communication facilities: establishes project time lines, manpower requirements & equipment availability; represents agency in meetings with other governmental officials; assists other agencies in resolving technical telecommunication issues; trains users in operation & procedures in implementation of new systems; attends classes, seminars & training meetings.	Knowledge of 1, 2*, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 Skill in 13 Ability to 14, 15, 16, 17
		Position Specific Minimum Qualifications 36 mos. exp. with wireless radio communication systems (e.g., police/law enforcement, fire, &/or EMS systems).
	Must submit to & pass personal background check.	*developed after employment

JOB CODE TITLE
Telecommunication Systems Analyst 3

JOB CODE
67113

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Gregory L Morris

DATE: 2/15/07

Apd 2-23-07 CB