

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
20006379 (41652.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Telecommunications Systems Analyst 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006361 (41611.0) Data Systems Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m. & subject to overtime/call back 24X7

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
65	<p>Designs, engineers & coordinates full range of telecommunications facilities for wireless radio communication systems (e.g., public safety/law enforcement, fire, emergency medical service systems): prepares & reviews Multi-Agency Radio Communication 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 wireless radio communication system; 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 tracking of orders through acceptance & turn-up; prepares any federal, state &/or local licenses relating to tower construction or frequency initiation; responds to system issues 24 hours/day, 7 days/week which requires overtime or call back; may be required to carry cell phone or wear pager.</p>	<p>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) wireless radio communication systems (e.g., public safety/law enforcement, fire, EMS); (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; (18) respond to system issues 24X7; (19) carry cell phone &/or wear pager.</p>
20	<p>Performs & oversees maintenance of MARCS mobile radio system communication facilities & tracks/controls related documentation: reviews telecommunication service orders & requests; acts as technical liaison.</p>	<p>Knowledge of 1, 2*, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 Skill in 13 Ability to 14, 15, 16, 17</p>

*developed after employment

JOB CODE TITLE
Telecommunications Systems Analyst 2

JOB CODE
67112

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Gregory L. Roberts

3/14/07

Upd 4-3-07 CB

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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.	Knowledge of 1, 2*, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 Skill in 13 Ability to 14, 15, 16, 17, 18, 19
5	Performs other related duties as required: 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. Must submit to & pass personal background check & works as essential employee.	Knowledge of 1, 2*, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 Skill in 13 Ability to 14, 15, 16, 17, 18, 19 <u>Position Specific Minimum Qualifications</u> 24 mos. exp. with wireless radio communication systems (e.g., police/law enforcement, fire, &/or EMS systems). *developed after employment

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Telecommunications Systems Analyst 2

JOB CODE
67112

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Gregory L. Mounts

3/14/07

Upd 4-3-07 CB