

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
20006367 (41624.0)

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
20006361 (41611.0) Data Systems Manager

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

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

JOB CODE TITLE
Telecommunication Systems Analyst 3

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
65	<p>Leads team of lower-level telecommunications systems analysts in designing & engineering of full range of telecommunications facilities for wireless radio communication systems (i.e., public safety/law enforcement system): 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 (e.g., oversees subordinate employees in & participates 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; responds to system problems & outages 24 hours/day, 7 days/week which may require overtime, call back or standby; 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) 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; (18) respond to system problems & outages on 24X7 basis.</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 Skill in 12 Ability to 13, 14, 15, 16, 17.</p> <p>*developed after employment</p>

JOB CODE
67113

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Gregory L Mounts

1/31/07

April 2-5-07 CB

