BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET

POSITION AVAILABLE

JOB CLASSIFICATION TITLE: COMMUNICATIONS SYSTEMS
                                   ANALYST I

DEPARTMENT: TELECOMMUNICATIONS

PAY RATE: $24.15 - $28.15 HOURLY

PAY RANGE: #18

SCHEDULED HOURS: 40 HOURS PER WEEK

CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS POSTING IS BEING POSTED FOR A PERIOD OF
                         TIME NOT LESS THAN SEVEN (7) CONSECUTIVE
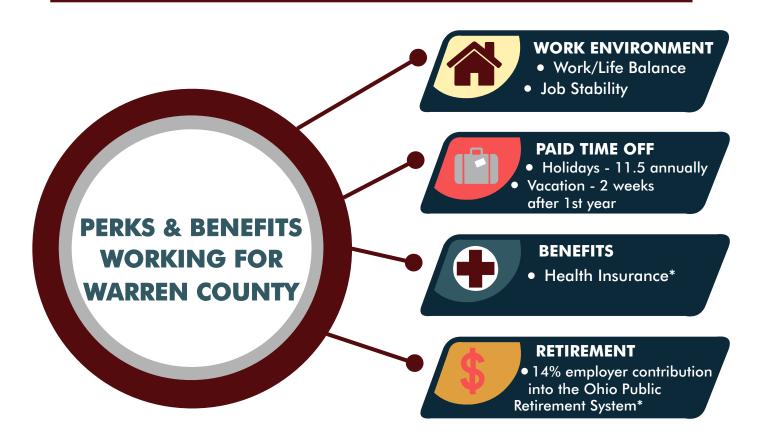   CALENDAR DAYS, BEGINNING JULY 17, 2024

**VISIT WWW.CO.WARREN.OH.US AND COMPLETE THE APPLICATION AS
FOLLOWS**: CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY
APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP
AND EMAIL THE COMPLETED APPLICATION TO:
WCCOMMAPP@CO.WARREN.OH.US PLEASE CONTACT SUSAN SPENCER
WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED

THIS POSITION IS SUBJECT TO A POST-OFFER DRUG SCREEN AND
A BACKGROUND CHECK (BCI).

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

PERKS & BENEFITS WORKING FOR WARREN COUNTY

WORK ENVIRONMENT
- Work/Life Balance
- Job Stability

PAID TIME OFF
- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year

BENEFITS
- Health Insurance*

RETIREMENT
- 14% employer contribution into the Ohio Public Retirement System*

Health Insurance - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **$270 to even $0 (5x cheaper than the private sector)**; $0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

Retirement - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT WWW.CO.WARREN.OH.US FOR ALL JOB POSTINGS.
QUESTIONS CALL: SUE SPENCER 513.695.1747

Position Title: Communications Systems Technician 1   **Incumbent:**

Class Title:

Department: Telecommunications	**FLSA Status:**
Reports To: Task Unit Leader	**Civil Service Status:** Non-exempt
Pay Range:	
Probation: 365 Days	**Employment Status:** Full-time
Work Hours: 40 hours weekly, non-standard workweek.	**Lunch:** Un Paid

JOB RESPONSIBILITIES:

Under general direction, oversees operational efficiency and effectiveness of assigned system platforms used for Warren County Public Safety; is responsible for the installation, maintenance, performance tuning, and modification, trouble shooting, and related technical support of computers and network systems, networks, and supporting systems. Maintains relations with Political Subdivisions and attends meetings for internal and external customers relations.

Technical writing; to include vendor specifications, operating procedures, briefings, reports, charts, and graphs. May do Router configuration and maintenance, Server configuration and maintenance, and status button system Configuration and maintenance for Telecommunications Communications systems..

Develops system planning and new equipment needs assessment. Co-ordinate's system design and development configuration.

Instructs and informs staff on proper usage and system status of Telecommunication areas of responsibility, maintains maintenance history records, and ensures system and security integrity.

QUALIFICATIONS: Any combination of training and work experience, which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

Must be able to analyze problems accurately and translate the analysis into effective network and support. Critical to this analysis is an in-depth understanding of network system operation and implementation, physical and cybersecurity of systems.

Maintaining a focus on the problems being solved and the ability to link technology solutions.

- 1+ years' experience installing and managing electronic devices and electronic equipment theory.
- 1+ Years of end experience in radio systems maintenance, or equivalent combination of training and/or experience which evidences a thorough knowledge of radio system maintenance and operation to include but not limited to electronic test equipment,
- Understand the concepts and needs to maintain a "High Availability" in an Enterprise environment.
- Remote support experience.

Must possess:

English Language – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Public Safety and Security - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Administration and Management - Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.

Proven ability to manage projects.

LICENSURE AND CERTIFICATION REQUIREMENTS:

- Maintain Valid Ohio driver's license.
- FCC Amateur Radio Service Technician License – Incident Response Team Requirement
- CompTIA A+ Certification - Incident Response Team Requirement / Patch Team Requirement
- CompTIA Server+ Certification - Incident Response Team Requirement / Patch Team Requirement
- CompTIA Network+ Certification - Incident Response Team Requirement

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ESSENTIAL FUNCTIONS:

1. Must maintain ability to participate in the Incident Response Team
   a. May be on call 24/7 and/or participate in a rotation.
   b. Carry's employer issued cellular phone for recall purposes.
   c. Obtain and maintain required skills.
   d. Work nontraditional schedule as required support Incident Response Team assignments.
2. Must maintain ability to participate in the Patch Management Team.
   a. Obtain and maintain required skills.
   b. Work nontraditional schedule as required support Patch Management Team assignments.
3. Demonstrates a regular and predictable attendance.
4. Operates electronic test portable and performs specialized maintenance on electronic equipment, which includes portable, mobile, and base station radio systems.
5. Interpret failure signals and take appropriate action to ensure public safety.
6. Coordinates repairs with vendors warranty issues or deals directly with vendors for repair status/warranty issues.
7. Provides formal and informal instructions to staff and technicians to help develop functional diversity of the job tasks.
8. Prepares drawings, schematics, diagrams, and records for system installation and maintenance.
9. Operates vehicle to troubleshoot software problems at remote work locations.
10. Maintains logs and records for software repairs, modifications and upgrades using provided procedures.
11. Maintains numerous reports associated with applications and systems.
12. Ensures confidentiality of program and report data, as required by law.
13. Operates general office and radio equipment.
14. Assists in inventory and invoicing of department equipment.
15. Provides instructions for proper usage and operation of applications and systems.
16. May be responsible for all aspects of public safety systems both fixed and mobile as assigned.

17. Provide Customer Service - Handles user concerns/issues and provides appropriate solutions and alternatives within the time limits defined by Unit management & follow up to ensure resolution.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other job-related duties as required by supervisor.
2. Aids in negotiating contracts for Government Agencies to include In-Building Repeaters, Operating Solutions, Devices, Accessories, etc.
3. Operates electronic test equipment and performs specialized maintenance on electronic equipment, which includes desktop, mobile, laptop, and handheld computers.
4. Works with other Telecom Units to carry out the mission of the department.
5. Work as assigned to develop training classes and materials.
6. Provides instructional classes for basic operation of radio system and associated features.

KNOWLEDGE, SKILLS AND ABILITIES: (* indicates developed after employment)

- Hands on experience Radio Communication Systems.
- Microsoft operating systems, Wireless Protocols, Radio over IP (RoIP), Voice over IP (VoIP), PC over IP (PCoIP), *Computer Aided Dispatch systems, *911 converged systems, *Audio log recording systems.
- Demonstrated ability to manage multiple priorities and follow through on projects to completion, and proactively determine areas requiring additional attention, monitoring, or maintenance.
- Skills: Programming - Writing configurations for various purposes.

  Writing - Communicating effectively in writing as appropriate for the needs of the audience.
- Technology Design - Generating or adapting equipment and technology to serve user needs.
- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Installation - Analyze equipment, machines, wiring, or programs to meet specifications and adaptability for intended purpose.
- Operations Analysis - Analyzing needs and product requirements to create a design and implement the project from design to operation.
- Deductive Reasoning - The ability to apply general rules to specific problems to produce answers that make sense.
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression - The ability to communicate information and ideas in speaking so others will understand.
- Written Comprehension - The ability to read and understand information and ideas presented in writing.
- Occupation Specific Tasks: Confer with users to discuss issues such as access needs, security violations, and programming changes.

- Generalized Work Activities:

    1. Interacting with Computers - Using computers and computer systems (including hardware and software) to program, write/load software, set up functions, enter data, or process information.
    2. Provide Consultation and Advice to Others - Providing guidance and expert advice to management or other groups on technical, systems, or process-related topics.
    3. Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
    4. Documenting/Recording Information - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
    5. Making Decisions and Solving Problems - Analyzing information and evaluating results to choose the best solution and solve problems.
    6. Knowledge of inspection and testing techniques; safety practices and procedures; operation and maintenance of telephony systems; equipment utilized in maintaining telephony systems; equipment maintenance techniques; operating procedures of related equipment.
    7. Ability to: deal with problems involving many variables; work alone; interpret detailed instructions; maintain accurate records.
    8. Use drawing applications; use computer-aided design programs; interpret and understand schematic drawings and service manuals; use tools and equipment in the maintenance of electronic systems; perform minor mechanical repairs; operate equipment.

**PHYSICALLY DEMANDING AND HAZARDOUS WORKING CONDITIONS
INHERENT IN THE POSITION DESCRIPTION OF:**

The employee must negotiate, use, or work with or in the vicinity of:
1. Ability to accurately distinguish colors for high and low voltage power systems, warning lights in various colors (red, green, amber, etc.) and states (flashing, blinking, solid, etc.).
2. Floor openings, wall openings and holes; open-sided floors, platforms, and runways; stairs.
3. Fixed industrial stairs.
4. Electric wiring.
5. Emergency plans for evacuation purposes.
6. Fire plans for the prevention of fire hazards.
7. Accumulation of flammable and combustible waste materials.
8. Handling flammables or combustibles.
9. Equipment or fuel source.
10. Storage and handling of liquified petroleum, propane, gasoline, and corrosives.

11. Hazardous waste operations involving emergency response operations for release of or threats of release of hazardous substances.
12. Personal protective equipment. General requirements for use, care, and limitations of personal protective equipment. Occupational head, eye, and face protection.
13. Fall protection – general application.
14. Hazardous energy control (lockout/tagout).
15. General requirement for safe use of tools and guarding, ability to use hand and power tools (digital voltmeter, screwdrivers, drills, pry bars, etc.)
16. Telecommunications centers or at telecommunications field operations.

GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE
The employee:

1. Uses or works in proximity to the use of firearms.
2. Works in or around crowds.
3. Has contact with potentially violent or emotionally distraught persons.
4. Has exposure to hot, cold, wet, humid, or windy weather conditions.
5. Has exposure to hazardous driving conditions.
6. Ability to work from step ladders up to 10 feet above the ground or floor for up to 60 mins at a time several times per day.
7. Ability to lift up to 50 pounds in and out of vehicles for no more than 10 mins at a time in all weather conditions.
8. Is subject to emergency call twenty-four (24) hours a day, seven (7) days a week.

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

_____   _____

(Employee's Signature)   (Date)

Date Revised: 2024.03