

**CLASS TITLE:           ASSITANT COMMUNICATIONS  
                                  AND WARNING OFFICER  
(DEFENSE CIVIL PREPAREDNESS AGENCY)**

**Class Code: 02715100  
Pay Grade: 24A  
EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform technical work assisting in planning and implementing statewide programs designed to provide emergency communications and warning systems; to assist local communications with their planning and implementation of communications and warning systems; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with latitude for the exercise of independent judgement; work is generally reviewed in process and upon completion for conformance to established policies, objectives, rules and regulations.

**SUPERVISION EXERCISED:** As required, supervises and reviews the work of personnel assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform technical work assisting in planning and implementing statewide programs designed to provide emergency communications and warnings systems.

To assist local communities with their planning and implementation of communications and warning systems.

To operate, test and maintain the Rhode Island Emergency Broadcast System (EBS) whose system may include telephone, teletypewriter, radio, wire and other associated services.

To update, collect and keep current all data relative to state communications, warning and EBS systems.

To assist in the implementation of the Federal Action Program of designing, constructing, procuring, installing and evaluating a prototype communications system for civil preparedness.

To perform limited maintenance and repair work necessary for the operation of the complex communications systems network..

To assist in the preparation of project applications for federal funds that will provide for the expansion of emergency communications and warning facilities.

To monitor and test the state extension of the National Warning System (NAWAS).

To assist in administering policies and practices governing the operation of complex, national, state and local warning systems.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the design, maintenance and testing of complex electrical communications systems including two-way radio, amateur radio, television equipment and facsimile equipment; the ability to operate, repair, install and maintain specific communication equipment common to defense civil preparedness alerting systems; a working knowledge of the Federal Communications Commission rules and regulations relating to such communications; a working knowledge of the principles of electricity and electronics; a thorough knowledge of the Civil Defense National Radio System, the Civil Defense Teletypewriter System and National Warning System; a working knowledge of the operations of the Rhode Island Civil Defense Communications System and

the Rhode Island Emergency Communications Development Plan; the ability to gather and correlate information on matters relating to telecommunications and warning; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a position that involved telecommunications handling and procedures.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT:** Must possess a current and valid General Class Amateur Radio License as issued by the Federal Communications Commission and must maintain such licensure as a condition of employment.

Class Revised: December 22, 1985

Editorial Review: 3-15-2003