

**CLASS TITLE: CHIEF TELECOMMUNICATIONS
INVESTIGATOR**

**Class Code: 02751700
Pay Grade: 30A
EO: C**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the implementation and enforcement of the laws, rules, regulations and requirements of the State Board of Examination and Licensing of Telecommunication Systems Contractors, Technicians and Installers; to participate in and perform the most difficult investigation; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the designated administrator of the Department of Labor and Training with considerable latitude for the exercise of independent judgement; work is reviewed for conformance to the policies and instructions of the administrator and for application of proper methods and techniques.

SUPERVISION EXERCISED: Plans, assigns, supervises and reviews the work of technical and clerical personnel working for the Board.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the implementation and enforcement of the laws, rules, regulations and requirements of the State Board of Examination and Licensing of Telecommunication Systems Contractors, Technicians and Installers.

To participate in and perform the most difficult investigations and prepare reports on these investigations for the Board and for the designated administrator of the Department of Labor and Training.

To serve in a liaison capacity between the State Board of Examination and Licensing of Telecommunication Systems Contractors, Technicians and Installers and state, local and private agencies in matters concerning telecommunication safety, investigations and codes.

To supervise and participate in investigations of the circumstances surrounding telecommunications work of licensed persons alleged to be below the standards required by federal and state safety codes.

To provide assistance to local jurisdictions on complex telecommunications problems as related to violations of federal and state codes.

To explain, interpret and provide information to interested parties concerning the pertinent policies, rules and regulations of the Board.

To prepare regular and special reports concerning inspections and investigations with detailed findings and recommendations of appropriate action.

To assist in the administration of written examinations given to applicants for Telecommunication Systems Contractors, Technicians and Installers licenses.

To review applications submitted to the Board for licensure and/or examination.

To assist in the research, preparation and revision of rules and regulations.

As required, to appear as a witness and testify for the Division at hearings and court proceedings.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the provisions of the State Board of Examination and Licensing of Telecommunication Systems Contractors, Technicians and Installers rules governing licensing procedures and the performance of telecommunication work; a thorough knowledge of the methods, materials and techniques used in telecommunications; a working

knowledge of local enforcement operations and the various codes in effect; the ability to analyze and interpret blueprints and telecommunication systems' diagrams; the ability to make investigations to enforce the boards' rules and regulations; the ability to provide testimony at hearings and court proceedings when required; the ability to supervise, plan and review the work of subordinated personnel assigned to assist; the ability to prepare clear and concise reports; 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 responsible position as an investigator or contractor in the telecommunication systems field; or considerable employment in the telecommunications industry as a technician or installer.

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

SPECIAL REQUIREMENT: At the time of appointment must possess a telecommunication systems contractor's license as issued by the State Board of Examination and Licensing of Telecommunication Systems Contractors, Technicians and Installers and must maintain such licensure as a condition of employment.

Class Created: April 28, 1996

Editorial Review: 3/15/03