

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

**Class Code: 02715200
Pay Grade: 24A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist the Director, Defense Civil Preparedness Agency, in planning and implementing statewide programs designed to provide emergency communications capability and an adequate emergency warning systems; to update and keep current the State Warning Plan; to coordinate warning plans of local defense civil preparedness agencies; to administer policies and practices governing the establishment and operation of complex communications systems and networks; to administer policies and practices governing the operation of complex national, state and local warning systems; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Director with wide latitude for the exercise of independent judgement; work is reviewed through conferences and reports for results obtained and conformance to established policies, objectives, rules and regulations.

SUPERVISION EXERCISED: Plans and reviews the work of local defense civil preparedness communications and warning personnel; confers with and advises them on difficult problems.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist the director in planning and implementing statewide programs designed to provide emergency communications and warning capabilities; to administer policies and practices governing the establishment and operation of complex communications and warning systems and networks.

To serve as staff advisor to the director on all technical and operational matters pertaining to communications and warning.

To direct the operation of State Communications Centers whose systems may include telephone, teletypewriter, radio, wire and other associated services.

To promote the Radio Amateur Civil Emergency Services (RACES) and provide guidance and assistance in the formulation of "RACES" plans and to activate these plans in an emergency.

To prepare project applications for federal funds to provide for expansion of emergency communications and warning facilities.

To maintain liaison with the regional office of the Defense Civil Preparedness Agency on communications and warning activities.

To establish staffing patterns for emergency communications and warning systems and operations and to assist in the training program for both staff and volunteer personnel.

To conduct periodic tests and exercises of communications networks to insure operational readiness.

To update and keep current the State Warning Plan and to coordinate warning plans of local Defense Civil Preparedness Agencies.

To plan and coordinate expansion of state warning systems and to monitor for state extension of the National Warning System.

To develop standing operating procedures at the state and local level.

To administer 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; A working knowledge of Radio Amateur Civil Emergency Services; a working knowledge of the principles of electricity and radio electronics; a working knowledge of the Federal Communications Commissions' rules and regulations pertaining to the operation and maintenance of radio receiving and transmitting stations; a working knowledge of federal and state laws and regulations relative to defense civil preparedness; the ability to operate, repair, install and maintain all communication equipment common to defense civil preparedness alerting systems; the ability to prepare reports containing findings, analyses and recommendations; the ability speak effectively before both large and small groups; and 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 which involved planning, designing or supervising of an electronic communications system 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

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