

**CLASS TITLE: SENIOR TELECOMMUNICATIONS
AND WARNING OFFICER
(EMERGENCY MANAGEMENT AGENCY)**

Class Code: 02715300

Pay Grade: 26A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist in planning and implementing statewide programs designed to provide emergency communications capability and an adequate emergency warning systems and ensure established policies and practices governing such operations are adhered to; to update and keep current the State Warning Plan and to coordinate warning plans of local emergency management agencies; and to do related work as required.

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

SUPERVISION EXERCISED: Plans and reviews the work of emergency management agency communications and warning personnel and confers with and advises them on difficult problems.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist in planning and implementing statewide programs designed to provide emergency communications capability and an adequate emergency warning systems and ensure established policies and practices governing such operations are adhered to.

To update and keep current the State Warning Plan and to coordinate warning plans of local emergency management agencies.

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

To direct the operation of state communication 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 Emergency Management 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 emergency management agencies.

To plan and coordinate expansion of state warning systems and to monitor 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 thorough knowledge of the design, maintenance and testing of complex electrical communication systems; a thorough knowledge of the Federal Communications Commission (FCC) rules and regulations relating to communications; a thorough knowledge of the principles of electricity and radio electronics; a thorough knowledge of communications systems for potential improvement and/or expansion; a thorough knowledge of the federal/state relationship with respect to planning grants and federal matching funds; a thorough knowledge of emergency communications planning and development and the ability to write and evaluate such plans; the ability to diagnose and repair various electronic equipment apparatus; the ability to plan, supervise and review the work of subordinates; the ability to prepare accurate and precise reports on matters of telecommunications and warning; the ability to speak effectively before large and small groups; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

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

Experience: Such as may have been gained through: employment in a responsible position which involved detailed planning, designing and/or supervising of complete electronic communications systems.

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

SPECIAL REQUIREMENTS: Must possess a current and valid General Class Amateur Radio License and a First Class Radio Telephone Operator License as issued by the Federal Communications Commission (FCC) and must maintain such licensure as a condition of employment. Must obtain federal government secret clearance within six months of employment and must maintain such clearance as a condition of employment.

Class Revised: July 3, 1988

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