

VENTURA COUNTY INFORMATION TECHNOLOGY SERVICES DEPARTMENT INVITES APPLICATIONS FOR:**Telecommunications Network
Specialist II/III - Wireless
1501ITS-15AA (GB)**

An Equal Opportunity Employer

SALARY RANGE (approximate)

\$27.01 - \$37.22 Hour \$4,681.57 - \$6,450.98 Monthly \$56,178.81 - \$77,411.77 Annually

This posting is for the Ventura County Information Technology Services Department; vacancy location is Ventura and may require travel throughout Ventura County and neighboring counties.

POSITION INFORMATION

Under direction (II), or under general direction (III) the Telecommunications Network Specialist (TN Spec) for this assignment assembles, installs, maintains, modifies and/or repairs electronic equipment, two-way radios and/or point to point microwave equipment; performing related duties as required.

The TN Spec II requires journey level proficiency in the full range of activities (system and equipment installation, modification, maintenance and repair) for electronic equipment, two-way radios and/or point to point microwave.

The TN Spec III is the advanced journey level in the series and the incumbents serve as the technical resources in the assigned specialty providing functional supervision over assigned system activities and, as needed, lead the work of others in field assignments and/or in department activities.

For the current vacancy the ideal candidate will possess advanced knowledge, skills and abilities demonstrated by recent experience in electronics, two-way radio and point to point microwave technologies and collecting and analyzing data and electronic test information to support two-way radio and microwave. The successful candidates will demonstrate professionalism while in the company of coworkers, vendors and customers, be able to communicate effectively with telecommunications vendors, respond to customer inquiries and use an on-line service management system. Possession of computer skills needed to write reports will include proficiency at the intermediate level in Word, Excel, Visio and Radio Propagation Analysis software.

APPROXIMATE SALARIES

Telecommunications Network Specialist II: \$27.01 - \$34.04

Telecommunications Network Specialist III: \$29.56 - \$37.22

EDUCATIONAL INCENTIVE: Some positions may be eligible for educational incentive. This incentive may be 2.5%, 3.5% or 5% for incumbents in eligible positions based on completion of an Associate's, Bachelor's, or Master's degree that is not required by the classification.

DEPARTMENT/AGENCY: Information Technology Services Department - Network Services Division

The Telecommunications Network Specialist II/III are represented by the International Union of Operating Engineers (IUOE) and are eligible for overtime compensation.

NOTE: This classification series is within a bargaining unit that is subject to an agency shop arrangement which mandates all Regular employees either join Local 501 of IUOE and pay dues as a member OR pay either a service fee to Local 501 OR direct that an amount equivalent to the service fee be distributed to a qualified charitable organization.

The eligible list established from this recruitment may be used to fill current and future Regular (including Temporary and Fixed-term), Intermittent, and Extra-Help vacancies for **this position only**, which is a Regular position.

NOTE: If appointed at the lower level, incumbent may be promoted to higher levels without further exam upon meeting the minimum requirements, demonstrating satisfactory performance, and in accordance with the business needs of the department.

TENTATIVE SCHEDULE

OPENING DATE: 09/01/2015

CLOSING DATE: Continuous and may close at any time; therefore, the schedule for the remainder of the process will depend upon when we receive a sufficient number of qualified applications to meet business needs.

Examples Of Duties: Duties may include but are not limited to the following:

- Installs, tests, modifies and adjusts telecommunications equipment (e.g. network switches, routers, microwave systems and two-way radios) in support of enterprise infrastructure including public safety and correctional facility systems.
- Installs, services and repairs two-way radios, electronic and microwave equipment both in the field and in the shop.
- Operates and monitors two-way radio, electronic and microwave equipment; (e.g. measures frequencies, modulation and power output of radio, microwave and digital circuitry; adjusts transmitters and receivers for maximum efficiency; maintains battery banks and related ancillary equipment) to ensure compliance with applicable regulations.
- Constructs and assembles standard and custom communications equipment and prepares reports of work completed which may include installing and maintaining antenna systems on towers and fabricating special brackets and hardware for equipment installation to implement new or modify existing systems.
- Maintains and updates all configuration documents, modification documentation, and work logs.
- Uses inventory systems to support asset management, billing systems, parts/materials listings, and equipment performance monitoring.
- Responds to service requests, incidents and problems in a service management system accurately documenting labor hours and inventory for billing and performance monitoring.
- Other related duties as required.

At the (III) level additional duties may include:

- Assigning, reviewing and directing the work of other Telecommunications Network Specialists engaged in construction, installation, modification, repair and maintenance of telecommunications equipment and systems.
- Training others through use of On-the-Job (OTJ) training guidance to enhance knowledge and skills sets.
- Directing responses to service requests, incidents and problems in a service management system accurately documenting labor hours and inventory for billing and performance monitoring.

TYPICAL QUALIFICATIONS

These are entrance requirements to the examination process and assure neither continuance in the process nor placement on an eligible list.

EDUCATION, TRAINING, and EXPERIENCE

Considerable technically skilled telecommunications and business equipment/systems repair experience which includes a wide variety of primary and support data, telephony and/or radio/wireless communications equipment and which demonstrates possession of and competency in requisite knowledge, skills and ability.

Telecommunications Network Specialist II:

Considerable technically skilled equipment repair experience which included assignment in a wide variety of primary and support telecommunication and business equipment and which demonstrates possession of and competency in requisite knowledge, skill and abilities **and** at least two (2) years of full-time related work experience.

Telecommunications Network Specialist III:

Considerable technically skilled equipment repair experience which included assignment in a wide variety of primary and support telecommunication and business equipment and which demonstrates possession of and competency in requisite knowledge, skill and abilities **and** at least three (3) years of full-time related work experience.

NECESSARY SPECIAL REQUIREMENTS

For the current vacancy the following is required:

- Candidate must be able to perform manual labor associated with repair and servicing of telecommunications and business equipment which may include lifting objects weighing between 50-100 pounds.
- Must be able to do work which includes the full range of body movements involving reaching, bending, grasping, and climbing.
- Color recognition and identification
- One (1) year or more of practical hands-on experience in repair and testing of electronic communication equipment
- Recent microwave and/or two-way radio support experience
- Participation in regularly scheduled evening, weekend and holiday standby rotation which implies residence within Ventura County to meet response times and related Service Level Commitments for customers.
- Possession of valid California driver license

NOTE: FCC and tower climbing certification is required **at the time of hire** or such certification **must be obtained within the first six months of employment**. Candidates and incumbents may be required to pass a background investigation in accordance with applicable policy.

DESIRED

- Collecting and analyzing data and electronic test information to support two-way radio
- Radio Propagation Analysis software
- Proficiency at the intermediate level for the following software:
 - Word
 - Excel
 - Visio

Knowledge, Skill, and Abilities

Considerable knowledge of some of the following depending on the assignment:

- Principles of electronics, concepts and functions of state-of-the-art telecommunications networks (e.g., PABX/VOIP Systems Network LANS/WANs);
- Two-way radio communications theory and practice;
- Microwave radio theory;
- Tools and test equipment used in the repair and servicing of telecommunications and business equipment;
- FCC rules and regulations.

Skilled (II) to thoroughly skilled (III) in:

- Use of equipment and tools utilized in the installation, maintenance and repair of telecommunication system components and/or electronic machines and circuitry;
- Diagnosis, testing and repair of electronic circuitry (e.g., DS0 - DS3 circuits) and equipment.

Ability to:

- Install/maintain/modify/repair telecommunication systems and equipment;
- Understand and adhere to laws, regulations, and policies governing telecommunications operations and procedures for the standardized implementation of networks;
- Identify and analyze operating problems and implement changes;
- Communicate effectively both verbally and in writing;
- Establish and maintain cooperative relationships;
- Understand and work with blueprints, schematics, and other design documents;
- Maintain accurate records of work performed;
- Research regulations and/or technical reference materials;
- Maintain confidentiality of information;
- Recognize and respect limit of authority and responsibility;
- Collect and analyze data and electronic test information to support networks;
- Work with a variety of test equipment and tools to repair complex electronic and business equipment.

Additionally at the (III) level:

Working knowledge of supervision and public administration practices and techniques. Ability to lead the work of others engaged in telecommunications and business equipment and systems repair activities.

Supplemental Information:

Incumbents must be able to:

- Perform manual labor associated with repair and servicing of telecommunications and business equipment which may include lifting objects weighing between 50-100 pounds;
- Work outside normal business hours;
- May be required to work on towers at heights in excess of one hundred feet;

Work may involve:

- Working under difficult weather conditions
- Work may involve considerable cable pulling and terminations, of all types of telecommunications cabling, and color recognition and identification is required for termination of cabling
- Working with batteries, asbestos and other hazardous materials;
- Full range of body movements involving reaching, bending, grasping, and climbing;
- Independent travel.

- May be required to participate in regularly scheduled evening, weekend and holiday or regular rotating standby assignments.

RECRUITMENT PROCESS

FINAL FILING DATE: This is a continuous recruitment and may close at any time; therefore, apply as soon as possible if you are interested in it. Your application must be received by County Human Resources in Ventura, California, no later than 5:00 p.m. on the closing date.

To apply on-line, please refer to our web site at www.ventura.org/hr. If you prefer to fill out a paper application form, please call (805) 654-5129 for application materials and submit them to County of Ventura Human Resources, 800 South Victoria Avenue, L-1970, Ventura, CA 93009.

Note to Applicant: It is essential that you complete all sections of you application and supplemental questionnaire thoroughly and accurately to demonstrate your qualifications. A resume may be attached to supplement your responses in the above-referenced sections; however, it may not be submitted in lieu of the application and supplemental questionnaire; however, it/they may not be submitted in lieu of the application.

SUPPLEMENTAL QUESTIONNAIRE - qualifying: All applicants are required to complete and submit the questionnaire for this examination AT THE TIME OF FILING. The supplemental questionnaire may be used throughout the examination process to assist in determining each applicant's qualifications and acceptability for the position. Failure to complete and submit the questionnaire will result in the application being removed from consideration.

APPLICATION EVALUATION - qualifying: All applications will be reviewed to determine whether or not the stated requirements are met. Those individuals meeting the stated requirements will be invited to continue through the screening and selection process.

ORAL EXAMINATION - 100%: A job-related oral examination will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. Candidates must earn a score of seventy percent (70%) or higher to qualify for placement on the eligible list.

NOTE: If there are three (3) or fewer qualified applicants, an oral examination will not be conducted. Instead, a score of seventy percent (70%) will be assigned to each application, and each applicant will be placed on the eligible list.

Candidates successfully completing the examination process may be placed on an eligible list for a period of one (1) year.

BACKGROUND INVESTIGATION: Applicants may be subjected to a thorough background investigation which may include inquiry into past employment, education, criminal background information, and driving record. For those classifications that are subject to Department of Transportation drug and alcohol testing regulations, incumbents will be tested prior to driving a commercial vehicle and may be randomly tested thereafter.

For further information regarding this recruitment, please, contact Gloria Banuelos by email at gloria.banuelos@ventura.org by telephone at the 805-645-1362.

Telecommunications Network Specialist II/III - Wireless Supplemental Questionnaire

Please respond to the following questions. Your responses will give us additional information about your experience and background related to this position, and will be used in the selection process. Please be as concise and specific as possible; clarity of expression and ability to follow instructions will be considered in the evaluation process.

1. Describe your work experience supporting two-way radio and point to point microwave technologies. Include: • Specific technology/vendors/equipment supported • Number of years supporting each specific technology • Your role, such as installation, trouble shooting, upgrades, lead, etc. If you do not have this type of experience, state "no experience."

2. Describe your work experience in practical hands-on repair and testing of electronic communication equipment including collecting and analyzing data; electronic test information in support of two-way radio; and point to point microwave technologies. Include the following information: • Test equipment used to collect and analyze information • How did you use the specific test equipment to solve problems • Specific repairs performed • Number of years experience with each type of test If you do not have this type of experience, state "no experience."

3. Describe the type(s) of training, the related learning institution/organization and length of time you have received training on electronic theory. If you do not have this type of experience, state "no experience."

4. Describe your experience working with telecommunications service providers. Include: • Specific vendors • Technology involved • Your role • Specific objectives you achieved If you do not have this type of experience, state "no experience."

5. Describe your experience working with a computer to program two-way radio and point to point microwaves. Include: • Specific programs and accessories used • Your proficiency level with the above If you do not have this type of experience, state "no experience."

6. Describe your work experience (other than two-way radio/microwave experience) with digital and analog electronic systems. Include:
 - Specific examples of technology you have repaired.
 - Years of experience with each type of technology. If you do not have this type of experience, state "no experience."

7. List software programs such as the Excel/Visio/Word, radio propagation software, or related software that you have experience using. If you do not have this type of experience, state "no experience."

8. Are you willing to participate in regularly scheduled evening, weekend and holiday standby rotations which implies residence within Ventura County to meet response times and related Service Level Commitments for customers?

9. Level
 - Level I
 - Level II