

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Telecommunications Systems Analyst II	OFFICE/BRANCH/SECTION 56/Maintenance/Radio Communications	
WORKING TITLE Telecommunications Systems Analyst II	POSITION NUMBER 913-640-5171-XXX	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the supervision of the Chief, Office of Radio Communications, a Supervising Telecommunications Engineer, and lead direction from a Telecommunications Systems Manager I (Specialist), the incumbent performs difficult telecommunications analytical work in connection with the installation, maintenance and operations of statewide telecommunications systems.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹ 45% E	<p>The incumbent will perform Caltrans statewide telecommunications facilities acquisition. Upon identification of sites selected by Caltrans Office of Radio Communications (ORC) engineers, the incumbent is solely responsible for the acquisition of the necessary agreements or permits to occupy space at the selected site. This process requires the Telecommunications Systems Analyst II (TSA II) to interpret the law pertaining to the access, easements and occupancy of communications facilities and ensure the Department complies with such. In addition, the TSA II: negotiates terms and conditions of the agreement to ensure the Department will have the access and services necessary to operate communications system; ensures the fees associated with the agreement are commensurate with the significance of the site to the communications system; verifies the terms of the agreements, which may vary from several weeks to 50 years, are in accordance with the requirements of the specific site.</p> <p>The incumbent maintains all site-specific information in a centralized location to allow for the engineer over that region to obtain data as needed. The TSA II serves as a consultant to engineers outside of the Sacramento area for site specific information analysis.</p> <p>The incumbent notifies the Public Safety Communications (PSC) Telecommunications Systems Manager I of all agreements permitting the Department's use of communication facilities and serves as a point of contact for questions from PSC regarding agreements.</p> <p>The incumbent notifies the Caltrans Legal Division of the intent to enter into agreements for communications sites. The incumbent routinely corresponds with the Department's attorneys and follows counsel of the Legal Division to ensure the provisions within the agreement protect the Department's interest.</p> <p>The incumbent notifies the Division of Maintenance, Office of Budgets, Planning and Monitoring of the intent to enter into agreements for communications sites in order to verify availability of funds and encumbrance of such.</p> <p>The incumbent is responsible to notify the Division of Accounting, Office of Commodity and Contract Payables of executed agreements to ensure proper and timely payments to meet terms of agreement.</p>
20% E	<p>The incumbent will perform statewide telephone leased line acquisitions administrator duties relating to radio control circuits. As an Agency Telecommunications Representative (ATR) the incumbent has signature authority for all ORC Telecommunications Service Requests (Form 20s).</p>

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

The incumbent is responsible for the approval of ORC Form 20s. As an ATR, the incumbent is responsible to ensure the contractor completes authorized work, and ensures timely payment to the vendor. The incumbent must record and maintain Form 20s as required by the Division's record retention policies. In addition, the records of existing and new control circuits must be processed and maintained. The ATR shall review control circuit billing for accuracy and is solely responsible for the authorization of payment on invoices. Control circuit expenditures must be tracked and monitored for reports to management.

- 20% M The incumbent will perform Office of Radio Communications office equipment administrator duties. The incumbent analyzes and monitors the existing computer system needs, researches and analyzes alternatives, recommending solutions, and implementing changes regarding programs and software to support and maintain ORC program needs. The incumbent: is responsible for expendable and non-expendable item needs, assessment and procurement; researches and analyzes alternatives and initiates preparation of justifications for items including computer, telecommunications and video equipment. The incumbent develops Request For Quote packages, which include specifications. The incumbent identifies qualifying vendors. An analysis of the quote package is performed and a vendor is selected by incumbent. The incumbent then notifies the vendor to begin work; monitors the work to ensure compliance with the agreement; approves the final product and approves invoices for payment.
- 15% M The incumbent will be a Staff Assistant to the Office Chief, a Supervising Telecommunications Engineer. The incumbent develops, monitors and manages the Office of Radio Communications' support budget allocation of \$21 million Operating Expenses. Performs analysis of budget needs, monitors expenditures and develops projections to identify possible overruns and shortfalls. The incumbent is expected to independently perform these duties and notify the Office Chief with concerns as well as make recommendations for corrective actions. Using complex formulas within Excel workbooks the incumbent tracks the budget and provides monitoring reports to the Office Chief. The incumbent coordinates actions with Office Chief to ensure budget overruns are avoided. Incumbent responds to requests for assistance and information from Office Chief pertaining to managing Intelligent Transportation Systems (ITS) / Traffic Operations Network (TOSNET) Maintenance Contracts. Serves as liaison with all entities (Accounting, Budgeting, Procurement, Contracts, etc.) that require fund transfers and/or disencumbrances to assure that all actions occur in the appropriate timeframes. Provide voting representation for the Department at the State Telecommunications Users Forum (STUF). STUF is comprised of representatives from all state agencies. The forum meets quarterly to coordinate planning, and recommend statewide standards for telecommunications facilities. The forum is responsible for setting rates for radio site usage and determining the business process involved in acquiring space in State managed sites.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have a basic knowledge of the theory of communications systems as well as have the ability to interpret the law on those matters pertaining to access, easements and occupancy of communications facilities as required. The incumbent must use his or her knowledge in the use and acquisition of telecommunications facilities to provide for efficient and economical statewide telecommunications systems that will help the transportation Districts in the achievement of their goals and objectives.

The incumbent must have the ability to analyze budget and procurement data from the Department's Accounting System (AMS Advantage) and export the data into reports for management. The incumbent must have thorough understanding

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

of: analytical techniques and organizational theory, principles of human relations, employee safety and health, business administration; State government administrative processes; group leadership, and principles of data processing and automation. The incumbent must exercise a high degree of diplomacy, discretion and good interpersonal skills.

The incumbent must possess knowledge regarding the Coding Manual, Travel Guide, Telecommunication Division Users Handbook, State Administrative Manual and Maintenance Manual.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Recommendations or decisions made by the incumbent will directly affect the Department's commitment to efficiently manage the maintenance and operation of the Department's radio communications program. Recommendations or decisions made by the incumbent could result in inappropriate expenditures with regards to leased telephone circuits, facility lease agreements or interagency agreements statewide.

Failure to maintain accurate budget information will result in incorrect budgetary decisions, including loss of funding for the Office of Radio Communications. Inaccurate information will hinder the ORC's ability to plan and schedule work, and can result in an increase of telecommunications costs as well as project delays.

Failure to learn and maintain a clear understanding of State and Federal telecommunications rules, regulations, policies and procedures could result in fines levied against the Department, as well as a decreased level of services provided to our clients, both internally and externally. Additionally, without this understanding, the incumbent would not be able to adequately represent the Department at the Statewide Telecommunications Users Forum.

Failure to maintain accurate files and data can result in violation of Department policies or State mandates. Tasks associated with this position require responses in a timely manner. Failure to respond in a timely manner can result in delay of critical decisions which can impact budget issues, legal issues, or internal affairs.

PUBLIC AND INTERNAL CONTACTS

Provide representation for the Department at the State Telecommunications Users Forum (STUF). STUF is comprised of representatives from all state agencies and their classifications range from Telecommunications Systems Analyst II to Supervising Telecommunications Engineer.

The incumbent has daily contact with the Office of Radio Communications engineers for inventory analysis, installation, maintenance and operation of the Department's statewide public safety radio system. Contact with the District Radio Engineers and Radio Coordinators will be on a day to day basis. Frequent contact will also be made with the private sector, Department of General Services and Federal, State and local agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to sit for extended periods of time performing computer work, reading or preparing documentation, or attending meetings. Required to lift up to fifteen (15) pounds. Must be able to work in a stressful environment: working within tight time frames, short-term deadlines, and changing priorities. Must have the ability to develop and foster positive relationships with staff internal and external to the Department. Incumbent must be willing to bring issues, concerns, and discrepancies to the attention of the ORC management to ensure proper and immediate resolution.

The incumbent uses a PC and/or telephone (may include a headset) to complete the duties of this position. The incumbent is provided with workspace in a desk and chair configuration to perform the duties. The incumbent will be required to visit radio facilities, which may be located off-road, and/or at mountaintops. While on travel status, the incumbent may handle or carry office/training materials in boxes typically not weighting more than twelve (12) pounds per box.

The incumbent must be able to sit for long periods of time while analyzing data, and using a keyboard to input data into spreadsheet and reports. The ability to work under heavy time constraints is required. The incumbent must be able to gain the ability to deal with difficult situations and address client concerns in a professional manner.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

WORK ENVIRONMENT

The office environment is a six-story office building, with stairs and elevator, carpet, artificial lighting, and functional cubical style workstations. The job requires prolonged sitting and computer work. Due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE