



TELECOMMUNICATIONS MAINTENANCE SUPERVISOR III
6923 - OPB51

Department(s): State Personnel Board/Statewide

Opening Date: 2/23/2011 10:00:00 AM

Closing Date: Continuous

Type of Examination: SERVICEWIDE OPEN

Salary: MONTHLY-RANGED-SALARY - \$6,044.00 to \$7,239.00

Employment Type: Permanent Full-time
Permanent Part-time
Permanent Intermittent
Limited Term Full-time
Limited Term Part-Time
Limited Term Intermittent

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Examination at any time.

Once you have taken the Training and Experience Examination, you may not retake it for six (6) months.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and/or need special testing arrangements you will be able to request a reasonable accommodation during the filing and self-scheduling process.

If you have questions, please contact:

California Department of Human Resources Selection Division

1-866-844-8671

California Relay Service (7-1-1)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

ELIGIBLE LIST INFORMATION

An open, merged eligible list will be established by the State Personnel Board for use by other State departments. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Training and Experience Examination to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement as of the date the test is taken.

MINIMUM QUALIFICATIONS

All levels require possession of at least ONE valid certificate or license certified by California Technology Agency, Public Safety Communications Office, and industry accepted, qualifying the person to perform transmitter installation, operation, maintenance, and repair duties. Those certificates and licenses currently certified by the Public Safety Communications Office for meeting this qualification are:

FCC General Radiotelephone Operator License.

FCC 1st Class or 2nd Class Radiotelegraph Operator's Certificate. NABER

Two-Way Radio Technician Certificate

APCO Two-Way Radio Technician Certificate.

NARTE Technician or Engineer Certificate with Applicable Job Specifications

Endorsement(s).

California Technology Agency, Public Safety Communications Office Technician Certification Program. **AND**

Education: Completion of a two-year technical curriculum in electronic technology at the community college level or equivalent. (Work experience in the field of electronic technology may be substituted for the required education on the basis of one year of experience being equivalent to one year of college.) **AND**

Possession of a valid California driver's license of the appropriate class issued by the Department of Motor Vehicles. Applicants who do not possess the license will be admitted to the examination, but must secure the license prior to appointment. **AND**

EITHER I

Two years of experience performing the duties of Telecommunications Maintenance Supervisor II or three years of experience performing the duties of Telecommunications Maintenance Supervisor I.

OR II

Broad and extensive experience (more than five years within the last ten years) in the field of telecommunications maintenance management, at least five years of which shall have included management and administrative responsibilities over a group of technicians involved in VHF, UHF microwave, or lightwave telecommunications equipment repair, installation, modification and maintenance. (Experience in California state service applied towards this pattern must include two years of experience performing the duties of a class comparable in level of responsibility to that of Telecommunications

Maintenance Supervisor II or three years of experience performing the duties of a class comparable in level of responsibility to that of Telecommunications Maintenance Supervisor I.)

POSITION DESCRIPTION

Under the general direction of the Assistant Deputy Director, the Telecommunications Maintenance Supervisor III has program management responsibility for telecommunications maintenance, including planning, organizing, and directing the work of an extensive statewide communications maintenance program. This level is responsible for all State two-way radio, microwave, and private telephone and data network installation, modification and maintenance. This level supervises a minimum of 150 subordinates in lower level telecommunications maintenance classes and supporting occupations.

EXAMINATION INFORMATION

Online Training & Experience Examination - Weighted 100%

The examination will consist solely of a Training and Experience Examination. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training & Experience Examination.

[Click here to preview the Training and Experience Examination.](#)

KNOWLEDGE AND ABILITIES

Knowledge of:

1. The laws, rules, and regulations of the Federal Communications Commission relating to radio and microwave communications to ensure compliance.
2. Safety procedures associated with traveling (e.g., snowcat, vehicles, snowshoes, boats, helicopters) to reduce risk of injury.
3. Safety procedures applicable to working with electrical energy (e.g., radio frequency radiation exposure, electrical shock) to reduce risk of injury.
4. Electrical static discharge safety procedures to prevent damage to electronic components.
5. Management and maintenance requirements of servers, hosts, and networking systems.
6. Digital transmission formats (e.g., DS3, DS1, DS0, T1) and protocols (e.g., B8ZS, Voice Over Internet Protocol, Radio Over Internet Protocol) to meet communications needs.
7. Effective supervisory principles, practices and techniques to plan, oversee, and direct the work activities of personnel.
8. State fiscal practices to manage income and expenses for extensive statewide communications.
9. State legislative practices to minimize adverse impact on and augment or enhance functionality of a complex statewide communications organization.

Ability to:

1. Basic algebra and electronic formulas to prepare various reports, summaries, and to perform electronic calculations.
2. Utilize applications software to prepare reports, memos, and other correspondence.
3. Interpret and clearly communicate policies, procedures, rules, and/or regulations to departmental employees and other government agencies.
4. Facilitate meetings (e.g., area, shop, client) and discussions to ensure participants are active and remain focused and on topic.
5. Read and comprehend technical manuals, schematics, drawings, manufacturer specifications, and troubleshooting guides.
6. Interpret statistical data to develop guidelines, reports, and various summaries.

7. Act as a focal point in resolving labor relations matters affecting communications maintenance staff.
8. Direct a complex statewide communications maintenance program.
9. Prepare and present the communications maintenance budget for a region or program.
10. Plan a regional communications program which includes the development of fair and equitable recruiting methods.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CAREER CREDITS

Career Credits will not be added to the final score of this exam, because it does not meet the requirements to qualify for Career Credits.

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact:

The California Department of Human Resources Selection Division

1515 S Street, North Building, Suite 400

Sacramento, CA 95811-7258

1-866 844-8671

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DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification: <http://spb.ca.gov/jobs/resources/jobspecs.htm>

GENERAL INFORMATION

Applications are available at www.jobs.ca.gov, CalHr offices, and local offices of the Employment Development Department.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://jobs.ca.gov/Public/Jobs/Veterans.aspx>, and the Department of Veterans Affairs.

Bulletin Revision Date: 1/2/15

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi- departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

TAKING THE EXAM

When you click the link below, you will be directed to the Training and Experience Examination. At the end of the Training and Experience Examination, it will be instantly scored upon your request.

[Click here to take the Training and Experience Examination for Telecommunications Maintenance Supervisor III.](#)

FILING INSTRUCTIONS

Final File Date: Continuous