

*****This is only a preview of the exam questions. To take the actual exam, please go back to the official bulletin, and click the exam link at the bottom.*****

Senior and Supervising Telecommunications Engineer

Office of the Chief Information Officer (OCIO)

Service-wide

Training and Experience Evaluation

The California civil service selection system is merit-based, and eligibility for appointment is established through a formal examination process. The service-wide Senior and Supervising Telecommunications Engineer examination consists of a Training and Experience evaluation used to evaluate your education, training and experience.

This Training and Experience Questionnaire is a scored component accounting for 100% of your rating in this examination. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

Senior and Supervising Telecommunications Engineer
Training and Experience Evaluation

Section 1: Task Ratings for Senior and Supervising Telecommunications Engineer

Instructions:

Using the rating scales provided below, you will rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option from the scale(s) provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or volunteer.

ITEM #	<p>Years of experience I have performed this task for:</p> <ul style="list-style-type: none"> More than 5 years More than 3 years and up to 5 years More than 1 year and up to 3 years More than 6 months and up to 1 year 0 to 6 months <p>Knowledge related to performing this task:</p> <p>Extensive Knowledge I possess an expert knowledge level to the extent that I could effectively perform this task in the most difficult and complex situations; and I could instruct others on specific aspects of this task.</p> <p>Substantial Knowledge I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered.</p> <p>Moderate Knowledge I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.</p> <p>Limited Knowledge I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively.</p> <p>No Knowledge I have no knowledge of how to perform this task or what it may entail.</p>	EXPERIENCE	KNOWLEDGE
1	Designing telecommunication systems (e.g., wireline, radio, fiber, satellite) to satisfy voice, video, and/or data requirements of an end user.		
2	Conducting telecommunication studies/surveys utilizing appropriate tools or methods (e.g., computer simulation modeling, field strength measurements, analytical calculations) to predict system performance related to satisfying end user requirements		

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3	Conducting telecommunication systems studies to identify and evaluate alternatives, estimate costs, and recommend solutions for satisfying end user requirements.		
4	Developing and writing technical specifications for telecommunication systems to satisfy end user requirements.		
5	Developing and writing technical specifications for telecommunication equipment to satisfy end user requirements.		
6	Evaluating vendor proposals for telecommunication systems and/or equipment to ensure compliance with technical specifications and end user requirements.		
7	Conducting acceptance testing on equipment and systems to verify specification compliance.		
8	Developing technical standards for telecommunication systems to ensure compliance with federal, state and local requirements, and for effective implementation, operation, and maintainability.		
9	Applying appropriate standards to the design, implementation and management of telecommunication systems.		
10	Acting as technical advisor to management on telecommunication issues.		
11	Preparing engineering reports (e.g., feasibility reports, functionality reports, study reports) for presentation to stakeholders.		

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12	Analyzing technical data to determine if new equipment is compatible with other system components.		
13	Planning, leading, and directing the work activities of staff to ensure projects are completed within established timeframes and budget.		
14	Developing and monitoring a program or work unit to ensure appropriate spending of approved budget.		
15	Identifying and resolving employee performance problems to improve worker performance and productivity.		
16	Administering provisions of collective bargaining agreements to ensure compliance in the course of supervising represented employees.		
17	Establishing controls (e.g., project plans, schedules, risk analysis) to ensure the timely completion of work tasks.		
18	Monitoring and managing controls (e.g., project plans, schedules, risk analysis) to ensure the timely completion of work tasks.		
19	Managing the implementation of projects to control scope creep with regard to budget and schedule impact.		

Section 2: Knowledge, Skill and Ability Ratings for Senior and Supervising Telecommunications Engineer

Instructions:

Using the rating scale provided below, you will rate your experience in accordance to specific job-related knowledge and abilities.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option from the scale(s) provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or volunteer.

ITEM #	Years of experience I have applied this knowledge or ability for: More than 5 years More than 3 years and up to 5 years More than 1 year and up to 3 years More than 6 months and up to 1 year 0 to 6 months	EXPERIENCE
20	Knowledge of the theory and principles of telecommunications and electronics for the installation, maintenance, modification, and repair of equipment and systems.	
21	Ability to apply the theory and principles of telecommunications and electronics for the installation, maintenance, modification, and repair of equipment and systems.	
22	Knowledge of the design, uses, and functions of telecommunication systems and equipment (e.g., wireline, radio, fiber, satellite, data communications, telephone systems).	
23	Ability to delegate work assignments at the appropriate level of responsibility.	
24	Knowledge of leadership practices and motivational techniques to maintain a productive work environment.	
25	Ability to effectively manage changes in scope, schedule and/or resources for a telecommunications project or task.	
26	Ability to write technical reports to communicate complex information to various audiences.	
27	Ability to effectively communicate in front of groups to facilitate an open exchange of ideas.	

Section 3: Task Ratings for Supervising Telecommunications Engineer

Instructions:

Using the rating scales provided below, you will rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option from the scale(s) provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or volunteer.

ITEM #	<p>Years of experience I have performed this task for:</p> <ul style="list-style-type: none"> More than 5 years More than 3 years and up to 5 years More than 1 year and up to 3 years More than 6 months and up to 1 year 0 to 6 months <p>Knowledge related to performing this task:</p> <p>Extensive Knowledge I possess an expert knowledge level to the extent that I could effectively perform this task in the most difficult and complex situations; and I could instruct others on specific aspects of this task.</p> <p>Substantial Knowledge I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered.</p> <p>Moderate Knowledge I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.</p> <p>Limited Knowledge I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively.</p> <p>No Knowledge I have no knowledge of how to perform this task or what it may entail.</p>	EXPERIENCE	KNOWLEDGE
28	Conducting training needs analysis to determine the level and type of training needed by staff.		
29	Assisting in the development of the annual budget for the work unit or division.		
30	Preparing expense/allocation reports documenting project, program, or work unit encumbrances, expenditures, and remaining allocations.		

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31	Determining availability of appropriate resources by using workload forecasting, response time evaluation, and other task management techniques, to complete tasks within established timeframes.		
32	Evaluating telecommunication project costs (current and projected) relative to the financial constraints to ensure project completion.		
33	Administering telecommunication systems contracts to ensure compliance with all provisions.		

Section 4: Knowledge, Skill and Ability Ratings for Supervising Telecommunications Engineer

Instructions:

Using the rating scale provided below, you will rate your experience in accordance to specific job-related knowledge and abilities.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option from the scale(s) provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or volunteer.

ITEM #	Years of experience I have applied this knowledge or ability for: More than 5 years More than 3 years and up to 5 years More than 1 year and up to 3 years More than 6 months and up to 1 year 0 to 6 months	EXPERIENCE
34	Ability to apply change control processes and procedures to ensure system integrity and minimize service disruptions.	
35	Knowledge of frequency spectrum allocations to effectively design telecommunication systems.	
36	Knowledge of the field of electromagnetic wave propagation to effectively design and test telecommunication systems.	
37	Knowledge of the budget principles as applied to the management of projects, programs, and organizations.	
38	Knowledge of Equal Employment Opportunity principles, regulations, and objectives to support Equal Employment Opportunity policies and goals.	
39	Knowledge of the progressive disciplinary process in order to maintain a productive work environment.	
40	Ability to apply appropriate managerial techniques to ensure effective supervision of assigned staff.	
41	Ability to monitor and control the scope, schedule and resources of a telecommunications project to ensure its successful completion.	