



TELECOMMUNICATIONS MAINTENANCE SUPERVISOR 1/2

Agency Code: 7500 – Exam Code: 0PB50

This multi-level examination is for:

Class Code: 6909 TELECOMMUNICATIONS MAINTENANCE SUPERVISOR 1
Class Code: 6906 TELECOMMUNICATIONS MAINTENANCE SUPERVISOR 2

Department(s):	State Personnel Board/Statewide
Opening Date:	2/23/2011 10:00:00 AM
Final File Date:	Continuous
Type of Examination:	SERVICEWIDE OPEN
Salary:	MONTHLY-RANGED-SALARY - \$4,951.00 to \$6,897.00
Tenure/Time-base:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or 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?

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. Once you have taken the examination, you may not reapply for six (6) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement as of the date the examination is taken.

FILING INSTRUCTIONS

Final File Date: Continuous

Where to Apply: Click on the link at the bottom of this bulletin.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, contact the State Personnel Board, Examinations Unit at (866) 844-8671, TTY (916) 654-6336, or via the California Relay Service for the Deaf or Hard of Hearing at (800) 735-2929 from TTY Phones, or at (800) 735-2922 from voice phones.

SALARY INFORMATION

Telecommunications Maintenance Supervisor I: \$4,951 - \$6,275 per month

Telecommunications Maintenance Supervisor II: \$5,442 - \$6,897 per month

ELIGIBLE LIST INFORMATION

An OPEN, MERGED eligible list will be established by the State of California. 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 Evaluation 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:

All levels require possession of at least ONE valid certificate or license certified by the 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:

1. FCC General Radiotelephone Operator License.
2. FCC 1st Class or 2nd Class Radiotelegraph Operator's Certificate.
3. NABER Two-Way Radio Technician Certificate.
4. APCO Two-Way Radio Technician Certificate.
5. NARTE Technician or Engineer Certificate with Applicable Job Specifications Endorsement(s).
6. 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**

TELECOMMUNICATIONS MAINTENANCE SUPERVISOR I

EITHER I

Two years of experience in the California state service performing the duties of Senior Telecommunications

Technician or three years of experience in the California state service performing the duties of a Telecommunications Technician.

OR II

Five years of experience within the last ten years in modifying, repairing, maintaining, testing or constructing and installing electronic telecommunications equipment, two years of which must have been in a supervisory capacity, and three years of which must have been with VHF, UHF or microwave lightwave telecommunications equipment. (Experience in California state service applied toward this pattern must include two years of experience performing the duties of a class comparable in level of responsibility to that of Senior Telecommunications Technician or three years of experience performing the duties of a class comparable in level of responsibility to that of Telecommunications Technician.)

TELECOMMUNICATIONS MAINTENANCE SUPERVISOR II

EITHER I

One year of experience performing the duties of a 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, five years of which must have included supervisory and administrative responsibilities over a group of technicians involved with VHF, UHF and microwave lightwave telecommunications equipment repair, installation, modification and maintenance. (Experience in California state service applied towards this pattern must include one year of experience performing the duties of a class comparable in level of responsibility to that of Telecommunications Maintenance Supervisor I.)

POSITION DESCRIPTION

TELECOMMUNICATIONS MAINTENANCE SUPERVISOR 1

Incumbents either (1) supervise an office staff and at least eight journey person and/or Senior level technicians within an assigned geographic area which may include several shop areas and are responsible for the total telecommunications networks served by these technicians, or (2) exercise functional supervision and coordinate field activities and assist telecommunications engineers in the overall operation of a statewide telecommunications system; they may assist in the design, construction, and installation of complex telecommunications equipment and networks.

TELECOMMUNICATIONS MAINTENANCE SUPERVISOR 2

Under general direction, incumbents perform second level supervisory and first level administrative duties and are responsible for the planning, organizing and supervision of the operation of a regional radio and microwave network involving more than a single State agency. This level supervises a minimum of 50 subordinates in lower level telecommunications maintenance classes and supporting occupations.

EXAMINATION INFORMATION

Online Training & Experience Evaluation - Weighted 100%

The examination will consist of a Training and Experience Evaluation, which is the sole component of the Telecommunications Maintenance Supervisor I and II Series exam. To obtain a position on the eligible list, a minimum score of 70% must be attained. Applicants will receive their score upon completion of the Training & Experience Evaluation.

[Click here for a PREVIEW of the Training and Experience Evaluation.](#)

KNOWLEDGE AND ABILITIES

Knowledge of:

1. The techniques used in the installation and modification of communications equipment (e.g., soldering, connectorizing, interpreting schematic diagrams).
2. The methods of repair, diagnosis, and maintenance of communications equipment and systems at the component level to ensure proper operation.
3. Troubleshooting techniques for communications equipment and systems at the component and system level to resolve equipment operation problems.
4. Operational configurations of hardware (e.g., consoles, logging recorders, repeaters/base stations) within communications systems to ensure proper operations and meet client needs.
5. Structured cabling associated with communications systems to successfully interconnect various pieces of equipment.
6. The laws, rules, and regulations of the Federal Communications Commission relating to radio and microwave communications to ensure compliance.
7. Safety procedures with regards to climbing, carrying, and lifting to reduce risk of injury.
8. Safety procedures associated with hand and power tools (e.g., soldering, drills, grinder) to reduce risk of injury.
9. Safety procedures associated with traveling (e.g., snowcat, vehicles, snowshoes, boats, helicopters) to reduce risk of injury.
10. Safety procedures applicable to working with electrical energy (e.g., radio frequency radiation exposure, electrical shock) to reduce risk of injury.
11. Electrical static discharge safety procedures to prevent damage to electronic components.
12. The management and maintenance requirements of servers, hosts, and networking systems.
13. 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.
14. Antenna system testing methods (e.g., wattmeter, return-loss-bridge, spectrum analyzer) to ensure that antenna system components (e.g., isolators, cavities, coaxial cable, antenna) are operating within design specifications.
15. Effective supervisory principles, practices and techniques to plan, oversee, and direct the work activities of personnel.
16. The methods used to diagnose, configure, and repair computer based communications systems to ensure operability and meet client needs.
17. The methods used to create/edit drawings, schematics, or other documentation that illustrate layouts of equipment (e.g., electrical distribution, site access maps, special site considerations and needs, interconnect drawings) to maintain accurate records.
18. The methods for diagnosing radio, microwave, and communication system problems at the component and system level to ensure operability of equipment.

Ability to:

1. Modify and assemble communications equipment to properly interface with communications systems in accordance with manufacturer specifications and engineering instructions.
2. Use basic algebra and electronic formulas to prepare various reports, summaries, and to perform electronic calculations.
3. Utilize applications software to prepare reports, memos, and other correspondence.
4. Interpret and clearly communicate policies, procedures, rules, and/or regulations to departmental employees and other government agencies.
5. Interpret and analyze test results, computer printouts, and trouble reports to determine possible equipment repair needs and/or required repair methods.
6. Read and comprehend technical manuals, schematics, drawings, manufacturer specifications, and troubleshooting guides.
7. Facilitate meetings (e.g., area, shop, client) and discussions to ensure participants are active and remain focused and on topic.
8. Interpret statistical data to develop guidelines, reports, and various summaries.

Additional Abilities for the Telecommunications Maintenance Supervisor 2 only:

Ability to:

1. Act as a focal point in resolving labor relations matters affecting telecommunications maintenance staff.
2. Determine the method to disseminate technical and policy information to statewide staff.
3. Direct a complex statewide telecommunications maintenance program.

VETERANS' PREFERENCE POINTS

Veterans' Preference Points will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference Points.

CAREER CREDITS

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

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact an SPB Representative at the State Personnel Board,

Examination Services Unit
801 Capitol Mall, Sacramento, CA 95814
(866) 844-8671, TDD (916) 654-6336.

California Relay Service: (800) 735-2929 (TTY), (800) 735-2922.

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

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, State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements 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, if 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 notified.

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

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.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested by mail, these points. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (Std. Form 1093), which is available at www.spb.ca.gov or from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veterans Affairs.

TAKING THE EXAM

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

[Click here to go to the Training and Experience Evaluation for the Telecommunication Maintenance Supervisor Series.](#)