



EXAMINATION OPEN TO THE PUBLIC

TELECOMMUNICATIONS ENGINEER 1

ANNUAL \$56,519 SALARY **SALARY** **APPLICATION CLOSING** **EXAM**
SALARY: \$77,851 **GROUP: ES 24** **DATE: DECEMBER 19, 2011** **NO: 110980OCFD**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In a state agency this class is accountable for independently performing a full range of tasks in planning, maintenance, coordination and implementation of statewide telecommunications systems.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **DECEMBER 19, 2011**:

GENERAL EXPERIENCE: Seven years of technical experience in the design, implementation and evaluation of telecommunications equipment and systems.

SPECIAL EXPERIENCE: One year of the General Experience must have been in the area of public safety communications systems.

SUBSTITUTIONS ALLOWED: (1) College training in electronic or electrical engineering may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in electronic or electrical engineering may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENTS: (1) Incumbents in this class may be required to be on twenty-four hour call. (2) Incumbents in this class may be required to travel.

WORKING CONDITIONS: Incumbents in this class may be exposed to some risk of injury or physical harm from on site environments and a moderate degree of discomfort from exposure to year round weather conditions.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of Federal Communications Commission rules, regulations and licensing procedures; knowledge of use of radio communications systems in public safety and/or civil preparedness operations; knowledge of design technology of telecommunications equipment; interpersonal skills; oral and written communication skills; ability to plan and coordinate use of telecommunications systems; ability to write contracts and specifications for telecommunications equipment procurement, installation and service.

THE EXAMINATION WILL BE COMPOSED OF:

	<u>PART</u>	<u>WEIGHT</u>
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

- APPLICANTS MUST SUBMIT:**
- (1) Completed Application Form (CT-HR-12)**
 - (2) Supplemental Examination Materials (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required supplemental examination materials as detailed below. Applicants who do not submit the required application and examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: **Section 1.** For each job (maximum of three) which you feel has best prepared you for the job of Telecommunications Engineer 1, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Telecommunications Engineer 1 cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow (1) Experience in the planning, maintenance, coordination and implementation of public safety telecommunications systems. Describe your experience designing, engineering and reviewing plans for telecommunications systems including the size of the system and the type of equipment involved. Include experience developing and reviewing specifications for radio telecommunications systems and evaluating the technical capability of equipment. Detail any experience writing specifications for Emergency Management Systems, police, fire, civil preparedness and data telecommunications equipment. (2) Experience in the operation and procurement of telecommunications equipment. Describe your experience evaluating the performance of various contractors to determine compliance with contractual agreements. Be specific regarding the number of vendors/contractors with whom you worked, the nature of your dealings and your exact role regarding these activities. Indicate experience writing contracts and specifications for telecommunications procurement, installation and service including the type of equipment and services involved, with whom you dealt and the nature of these dealings. (3) Oral/written and interpersonal communications experience. Describe experience serving as liaison with the Federal Communications Commission concerning regulations, decisions and licensing requirements. Detail your role in these dealings and what actions you took to ensure compliance. Discuss experience serving as an agency representative in meeting with other parties involved in telecommunications activities, the nature and purpose of these meetings and your role. Include your experience providing technical assistance or consultation, troubleshooting and problem solving for telecommunications system. Be specific regarding the nature and purpose of these dealing and with whom you dealt. Detail your experience in the preparation of written materials such as reports, correspondence, plans and other documents including the purpose and for whom they were prepared. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by December 19, 2011.** (5) **Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by January 30, 2012.** (8) **A separate application/examination package must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.