



EXAMINATION OPEN TO THE PUBLIC

LEAD ELECTRONICS TECHNICIAN

ANNUAL \$48,260
SALARY: \$62,047

SALARY
GROUP: TC 19

APPLICATION CLOSING
DATE: JUNE 7, 2013

EXAM
NO: 130602OCMB

PURPOSE OF CLASS In a state agency this class is accountable for acting as a working supervisor for special complex projects and problems in the areas of installation, maintenance, repair and modification of electronic and electro-mechanical equipment such as two-way radios, scientific electronic equipment, microwave, traffic signal equipment and other electronic devices.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY JUNE 7, 2013:

GENERAL EXPERIENCE: Five years of experience in the maintenance, repair and servicing of electronic systems.

SPECIAL EXPERIENCE: Two years of the General Experience must have involved performing the full range of tasks in the maintenance and repair of the type of electronic and electro-mechanical equipment utilized by the agency (F.M. two-way radio and solid state communication equipment, traffic signal equipment, scientific electronic equipment or other electronic devices). [Note: For state employees the Special Experience is interpreted at the level of Electronics Technician 2.]

SUBSTITUTION ALLOWED: College training in electronics or a related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of two years for an Associate's degree.

SPECIAL REQUIREMENTS: (1) Incumbents in this class may be required to possess appropriate current licenses or permits including possession of a license for the repair of radio equipment at time of appointment. (2) Incumbents in this class may be periodically required to attend technical and/or supervisory seminars and schools. (3) Incumbents in this class may be required to travel.

WORKING CONDITIONS: Incumbents in this class may be exposed to high voltage electricity and extreme weather conditions if required to work outside.

EXAMPLES OF DUTIES: Plans unit workflow and determines priorities; schedules, assigns, oversees and reviews work; establishes and maintains unit procedures; provides staff training and assistance; conducts or assists in conducting performance evaluations; acts as liaison with operating units, agencies and outside officials regarding unit policies and procedures; performs technical installation and repairs on microwave equipment and systems; designs and fabricates special electronic devices and systems; prepares technical operational procedures and manuals including specifications and drawings; surveys needs, performs analysis, develops technical plans and implements improved or modified systems; **performs most complex duties in installation, maintenance, testing and repair** of two-way mobile and base station radio equipment, traffic radar, traffic signal equipment, audio and video tape recorders, closed circuit television, alarms, intercoms, public address systems, computer equipment and other electronic equipment containing vacuum tubes, transistors, integrated circuits, microprocessor units, electro-mechanical equipment, etc.; **installs, maintains** auxiliary standby power equipment; uses electronic laboratory standards and other test equipment to make measurements and tests as required by Federal Communications Commission rules and regulations; **maintains, repairs and calibrates electronic test equipment; certifies traffic radar** in conformance with court requirements and may serve as technical witness in court cases; may make recommendations on policies or standards; may prepare reports and correspondence; may supervise a unit within communications section; performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Considerable knowledge of maintenance, installation and servicing of electronic equipment; considerable knowledge of specialized test equipment used in servicing of electronic equipment; considerable knowledge of analog, digital and logic theory; considerable knowledge of microprocessor units and microwave equipment systems; considerable knowledge of installation, maintenance, operation and repair of two-way mobile and base station radio equipment and systems, audio and video recorders, electronic security surveillance equipment, traffic signal equipment, public address and intercom systems and other electronic devices; interpersonal skills; oral and written communication skills; considerable ability to locate and repair defects independently; ability to read and interpret schematic diagrams and instruction manuals; some supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
(Exam questions will cover KSA's listed above.)	WRITTEN	100%

THE EXAMINATION WILL BE HELD ON: THURSDAY, JULY 25, 2013.

(Reserve the day as the exam may be scheduled in the morning or afternoon. Applicants admitted to take both the Electronics Technician 2 and the Lead Electronics Technician examinations will only need to attend one examination session. You must apply for both examinations separately if you wish to be considered for jobs at both levels.)

APPLICATION PROCEDURE: 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. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2875**). If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. Applications must be date stamped by DAS/Human Resources or postmarked by June 7, 2013. **A separate application form 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>) or at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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