

911 RADIO COMMUNICATIONS ANALYST

Job Code	Pay Grade
10800	CL15

Nature of Work

This is analytical, technical, and administrative work assisting in the planning, coordination, installation, and maintenance of the County's radio communications systems. An employee in this class will assist in the day to day management of the Countywide 800 and 460 MHZ trunked radio system, supporting Fire and EMS, public works, emergency communications systems in the County Emergency Operations Center and all other agencies operating on the Countywide system. Independent coordination and judgment is required in dealing with other municipalities, user departments and agencies. During times of activation of the EOC, the employee will be a principal assistant to the Manager in supervising the EOC communications center operation. This employee may direct the activities of other technical personnel under the supervision of the Radio Systems Manager. A manager or supervisor reviews incumbent work for technical adequacy, accuracy, and professional standards as required on major assignments.

Minimum Qualification Requirements

- 6 years technical and related experience in the field of coordination and technical support for modern radio communications systems; or
- Associate's degree or technical certificate in radio communication equipment field, electrical engineering, or other related field and 4 years experience as described above; or
- Bachelor's degree in electrical engineering or related field and 2 years experience as described above; or
- An equivalent combination of education, training, and/or experience.
- Must obtain, and maintain a Florida Department of Law Enforcement, (FDLE), Criminal Justice Information Services, (CJIS), Level 1 - Security & Awareness Certification within six (6) months of appointment.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Employee's name must not appear on the Health & Human Services exclusion list.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Assists in the management of the Countywide 800 MHZ trunked radio system, including the development and implementation of Radio System Enhancements.
- Reviews daily operating reports and system utilization parameters; presents oral and written summaries and recommendations for consideration and implementation.
- Coordinates with and assists other using departments, agencies and municipalities regarding radio communications systems requirements, utilization and resolving technical problems.
- Coordinates with the FCC, vendors, contractors, or other agencies regarding technical and administrative planning, procurement, installation, operation and maintenance of radio systems.
- Conducts research on local, state and national agencies rules, laws and regulations related to radio communications.
- Maintains files, records, reports, statistical and financial records associated with Radio Systems.
- Resolves problems or issues regarding systems operation with user departments, municipalities and other agencies.
- Assists in the development of technical specifications, SOP's, plans and procedures supporting the management, procurement and maintenance of the County radio systems.
- Attends and makes presentations to departments and agencies operating on the system.
- Programs radios to operate on the system.
- Coordinates, plans, develops and implements special projects associated with the radio system.
- Performs related work as assigned or required.

911 RADIO COMMUNICATIONS ANALYST (continued)

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Knowledge, Skills, and Abilities

- Knowledge of the theory, principles, techniques and practices in radio communications and the ability to perform effective planning, systems design and operation.
- Knowledge of automotive electrical systems and their operating characteristics, with specific regard to radio communications.
- Knowledge required for possession of General Class Radio Amateur License.
- Knowledge of computer operations and able to use word processing.
- Ability to personally interact with user groups and general public.

For official use only

Revised	EEOC Code	Overtime Code
6/14	Technicians	Classified