CALIFORNIA STATE PERSONNEL BOARD

TELECOMMUNICATIONS SYSTEMS MANAGER I AND II (SUPERVISOR)

Agency: 7500 Class Code: 5136 Exam Code: 0PB45

This multi-level examination is for:

7500-5136-0pb45 TELECOMMUNICATIONS SYSTEMS MGR I (SUPERVISOR)
7500-5133-0pb45 TELECOMMUNICATIONS SYSTEMS MGR II (SUPERVISOR)

Department(s):	**State Personnel Board/Statewide**
Opening Date:	**3/10/2011 9:35:00 AM**
Closing Date:	**Continuous**
Cut-off Date:	**8/24/2015**
Type of Examination:	**SERVICEWIDE OPEN**
Salary:	**MONTHLY-RANGED-SALARY-I $5,075.00 to $6,476.00 II $5,577.00 to $7065.00**
Employment Type:	**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.

FILING INSTRUCTIONS

Final File Date: Continuous

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

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.

MINIMUM QUALIFICATIONS

ALL LEVELS:

Education: The following education is required when non-State experience is used to qualify at any level:

Equivalent to graduation from college, preferably with major specialization in electronics or related technical subject area. (Additional qualifying experience may be substituted for education on a year-for-year basis.)

TELECOMMUNICATIONS SYSTEMS MANAGER I (SUPERVISOR)

EITHER I

One year of experience in the California state service performing the duties of a Telecommunications Systems Analyst II.

OR II

Experience: Five years of analytical experience in planning, organizing and coordinating maintenance and upgrade activities for telecommunications equipment such as radio/microwave and/or wire service systems. (Experience in California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility not less than that of

Telecommunications Systems Analyst II.)

TELECOMMUNICATIONS SYSTEMS MANAGER II (SUPERVISOR)

EITHER I

One year of experience in the California state service performing the duties of a Telecommunications Systems Manager I (Specialist) or Telecommunications Systems Manager I (Supervisor) or two years of experience as Telecommunications Systems Analyst II.

OR II

Experience: Broad and extensive (more than five years) experience in planning, organizing and coordinating maintenance and upgrade activities for telecommunications programs, such as radio/microwave and/or wire service systems. (Experience in California state service applied toward this requirement must include at least two years performing the duties of a class with a level of responsibility not less than that of Telecommunications Systems Analyst II.)

POSITION DESCRIPTION

TELECOMMUNICATIONS SYSTEMS MANAGER I (SUPERVISOR)

This is the first supervisory or program management level in the series. Under general direction in a department having a statewide radio/microwave or landwire communications network of moderate size, incumbents are responsible for the entire program and act as the departmental representative on communication matters. Incumbents are responsible for the full range of functions required to maintain and upgrade the Department's telecommunications program. In the California Technology Agency, incumbents, under general direction, are responsible for a specific area of the telecommunications program and supervise a small analytical and/or technical support staff, typically including three to five Telecommunications Systems Analysts or comparable level technical staff engaged in telecommunications system work.

TELECOMMUNICATIONS SYSTEMS MANAGER II (SUPERVISOR)

This is the full supervisory level of the series. Under general direction, in the California Technology Agency, incumbents are responsible for a section of the telecommunications program; supervise a moderate size analytical and/or technical support staff, typically including six to ten Telecommunications Systems Analysts or comparable level technical staff engaged in telecommunications system work and provide consultation to management of both the California Technology Agency and other departments.

EXAMINATION INFORMATION

Online Training & Experience - Weighted 100%

The examination will consist of a Training and Experience Evaluation, which is the sole component of the **TELECOMMUNICATIONS SYSTEMS MANAGER I AND II (SUPERVISOR)** exam. To obtain a position on the eligible list, a

minimum score of 70% must be attained. An applicant will receive his/her score upon completion of the Training & Experience Evaluation.

Click here to preview the exam questions.

SCOPE OF EXAMINATION

Telecommunications Systems Manager I & II (Supervisor)

Knowledge of:

1. the theory and principles of telecommunications and electronics for the installation, maintenance, modification, and repair of equipment and systems.
2. the design, uses, and functions of telecommunications equipment (e.g. radios, microwave, satellite, voice and data) in order to verify equipment and complete other work related tasks.
3. transmission mediums, switching, and operation of telecommunications systems to complete work tasks.
4. technical drawings (e.g., vault, floor plans, tower, equipment, topographical maps) to complete various work tasks.
5. telecommunications organizations, standards, and government codes (e.g., National Telecommunications Industry Association, Association of Public Safety Communications Officials, National Emergency Number Association, Federal Communications Commission) regarding telecommunications systems to ensure compliance.
6. Federal Communications Commission rules and regulations regarding telecommunications systems to ensure compliance.
7. equal employment opportunity principles, regulations, and objectives to support equal employment opportunity policies and goals.
8. project management techniques to ensure the progress and completion of work assignments and tasks conform to the overall project and organizational objectives.
9. the principles and methods of effective supervision (e.g., mentoring, directing, coaching) to ensure a safe, productive, and healthy work environment.
10. basic statistical analyses (e.g., mean, frequency) and their applications to analyze numerical data and determine central tendencies.
11. employment interviewing principles and techniques used to select/hire personnel.

Ability to:

1. monitor telecommunications projects to ensure they remain within the budget and to ensure appropriate equipment and services were received in a timely manner.
2. coordinate the design, construction, installation, operation, and maintenance of telecommunications systems and equipment.
3. act as a liaison between local agencies, contractors, utilities, consulting firms, federal and State staff, state management, and other entities for telecommunications related issues and/or projects via telephone, email, and meetings.

4. read and comprehend technical manuals, schematics, site drawings, manufacturer's specifications, and troubleshooting guidelines used in the installation and repair of telecommunications equipment.
5. consult with staff, clients, agencies, the public and private entities for telecommunications related issues and/or projects via telephone, email, and in person.
6. evaluate and recommend departmental, agency, and client needs for various telecommunications and/or network services.
7. review and edit documents (e.g., correspondence, reports, project summaries, program status reports) to clearly communicate methods, analyses, findings, recommendations, and other relevant information.
8. instruct others on telecommunications systems laws, rules, and procedures.

Telecommunications Systems Manager II Only

Knowledge of:

1. bargaining unit agreements for all employees to ensure management and personnel are working in compliance with agreements.
2. employee performance evaluations to ensure performance is critiqued, goals are outlined, and personnel are informed and to maintain acceptable standards.
3. the principles and methods of disciplinary actions (e.g., progressive discipline, informal, formal) to ensure appropriate corrective action is taken.
4. data collection techniques to ensure the accurate collection of data for research and monitoring activities.
5. project management techniques to ensure the progress and completion of work assignments and tasks conform to the overall project and organizational objectives.

Ability to:

1. conduct presentations and trainings including the preparation of lesson plans and the evaluation of employee performance in order to develop and improve employee skills and abilities.

VETERANS PREFERENCE

Preference credits will NOT be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference credit.

CAREER CREDITS

Career Credits will not be added to the final score of this examination.

DISTINGUISHING CHARACTERISTICS

SPECIAL PERSONAL CHARACTERISTICS

ALL LEVELS:

Willingness to travel throughout the State.

CONTACT INFORMATION

State Personnel Board
801 Capitol Mall
Sacramento, CA 95841

(866) 844-8671

California Relay (Telephone) Service for the Deaf/Hearing Impaired:
From TDD: 1-800-735-2929
From Voice: 1-800-735-2922

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

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 (STD 678) 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.

TTY is Telecommunications for the Deaf and is reachable only from phones equipped with a TTY Device. If you are disabled and need special assistance or special testing arrangements, contact the State Personnel Board, examination and Selection Services Section at (866) 844-8671, TTY (916) 654-6336, or via the California Relay Service for the deaf or hearing impaired from TTY Phones at 1-(800)735-2929 or from voice phones at 1-(800) 735-2922.

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.

Click here to go to the Internet Exam