

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: TELECOMMUNICATIONS SPECIALIST III -  
Radio Communications

SALARY GROUP: B20

DEPARTMENT: Communications

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Joe Miles DATE: 08/10/2011

POSITION #: 046059

**I. JOB SUMMARY**

Performs complex telecommunications work. Work involves diagnosing and resolving voice and data telecommunications problems; installing and operating telecommunications components; and training others. Works under general supervision with moderate latitude for the use of initiative and independent judgement.

**II. ESSENTIAL FUNCTIONS**

- A. Reviews and prepares specifications for radio telecommunications equipment and licenses; and provides information and assistance regarding radio telecommunications licensing status and problem areas.
  - B. Installs new equipment and relocates existing equipment in the radio communications network; and troubleshoots, repairs, tests, installs, customizes, and maintains radio telecommunications equipment components and implements corrective measures.
  - C. Investigates and resolves problems concerning the operation of radio telecommunications hardware and frequency interference; and assists in conducting engineering studies concerning narrowband and wideband spectrum assignments and analyzing results to determine corrective action in accordance with applicable state and federal rules and regulations.
  - D. Assists in the development of operational and administrative policies and procedures; and maintains and reviews manuals, electronic files, and records.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Electronic Engineering, Telecommunications Management, or a related field preferred. Each year of experience as described below in excess of the required three years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Three years full-time, wage-earning experience in radio systems operation or radio communications equipment installation and maintenance.

**B. Knowledge and Skills**

1. Knowledge of the Code of Federal Regulations, Title 47, Telecommunications, Parts 1 through END, which pertains to the Land Mobile Radio Service (LMRS).
2. Knowledge of radio frequency propagation and antenna theory concerning LMRS.
3. Knowledge of coordination procedures established by the Federal Communications Commission (FCC) appointed Spectrum Coordinators Policies and Procedures.
4. Knowledge of functions and operational requirements of radio communications systems.
5. Knowledge of principles, methods, and techniques of effective modern radio frequency spectrum management including programs on propagation studies, interference problems, and site management including inter-modulation studies.
6. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
7. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
8. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
9. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

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10. Skill to analyze the results of radio frequency propagation, frequency interference, frequency assignments, and inter-modulation studies.
11. Skill in the use of telecommunications test equipment.
12. Skill to interpret and apply rules, regulations, policies, and procedures.
13. Skill in problem-solving techniques.
14. Skill to review technical data and prepare technical reports.
15. Skill to analyze, diagnose, and resolve telecommunications problems.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, test equipment, and automobile.