

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Occ. Code 7325400

State Police Communications Technician, Grade 18	7325400
State Police Communications Technician (Microwave), Grade 18	7325450
State Police Supervising Communications Technician, Grade 20	7325800

Brief Description of Class Series

These positions are assigned to the State Police Communications Section and provide mission critical radio and telephone support. The positions maintain and support communications equipment utilized by the Division of State Police. They travel to tower and router sites to perform maintenance and quality control to ensure vendors are performing necessary work.

These positions are only classified at the Division of State Police.

Distinguishing Characteristics

State Police Communications Technician: full-performance level; performs repairs, tests, configurations, and installations of all fixed, mobile, or portable components of land mobile radio communications equipment; oversees work performed by contractors.

State Police Communications Technician (Microwave): full-performance level; performs repairs, tests, configurations, and installations on all routers and microwave radios; oversees work performed by contractors.

State Police Supervising Communications Technician: supervisory level; supervises staff who perform repairs, tests, configurations, and installations of equipment; oversees and work performed by contractors.

Illustrative Duties

State Police Communications Technician

Provides technical support on any emergency or drill; performs on-scene setup of technical systems aboard emergency command vehicles or other temporary communications facility; performs and oversees scheduled and non-scheduled general maintenance on emergency command vehicles and all associated equipment; maintains, repairs, tests, configures, and installs all fixed, mobile, or portable

components of land mobile radio communications equipment; performs land mobile radio performance evaluations statewide; operates essential test equipment; maintains liaison with vendors for preventative maintenance and repair services; reports any deviations from the contracts; programs radios; responds to call emergencies; builds radio files; researches and tests equipment; and travels to regional sites to address issues that arise.

State Police Communications Technician (Microwave)

Maintains, repairs, tests, and installs microwave communications transceivers and multiplex equipment in statewide terminals; interprets microwave equipment specifications and system block and level drawings; interprets interface requirements for associated land mobile systems, telephone systems, and data systems which interface with a microwave network; accomplishes repairs and resolves failures within a system, and operates essential test equipment for all related systems; maintains liaison with vendors for preventive maintenance and repair services; and visits regional sites to configure services on routers.

State Police Supervising Communications Technician

Directly supervises the technical staff assigned to the Mobile Radio Unit; ensures that staff receive proper and necessary training; distributes workload to staff; assists in the design phase and participates in the implementation phase of radio and communications projects; maintains liaison with vendors and consultants and ensures the operational integrity and cost effectiveness of existing and proposed systems and equipment; reviews requests for quotes and invoices relating to technical projects; reviews technical matters referred by the Director of Communications, Radio Engineer, or other personnel; proposes new systems or modifications to existing communications systems; prepares plans and technical specifications for the purchase of communications equipment; assists with formulating Requests for Proposals for release to prospective maintenance vendors; oversees the maintenance and updates of all database files associated with communications equipment and engineering functions; represents the Director, as required, in all matters pertinent to radio and other communications concerns; oversees contractor activities including review of reports; and maintains tower unit peripherals.

Minimum Qualifications

State Police Communications Technician

Non-Competitive: High school graduate or equivalent and six years of experience maintaining, testing, configuring and installing land mobile radio technologies.

Substitutions: An associate's degree in electrical technology or a related field may substitute for two years of experience. A bachelor's degree in electrical technology or a related field may substitute for four years of experience.

State Police Communications Technician (Microwave)

Non-Competitive: High school graduate or equivalent and six years combined experience in microwave system maintenance and repair, microwave transmission, and land mobile system repair.

Substitutions: An associate's degree in electrical technology or a related field may substitute for two years of experience. A bachelor's degree in electrical technology or a related field may substitute for four years of experience.

State Police Supervising Communications Technician

Non-Competitive: seven years of experience as a land mobile specialist or related experience in the implementation and maintenance of communications equipment and systems.

Substitutions: An associate's degree encompassing a field of study involving telecommunications, radio, or computer technology may substitute for two years of experience. A bachelor's degree encompassing a field of study involving telecommunications, radio, or computer technology may substitute for four years of experience.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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