

**TELECOMMUNICATIONS SPECIALIST**

**General Statement of Duties and Responsibilities**

Under direction, with considerable latitude for the exercise of independent judgment and initiative, is responsible for performing highly difficult and responsible non-engineering work as a specialist in voice (telephone) and/or data telecommunications. All personnel perform related work and when necessary, perform the duties of lower titles.

**In the area of Voice Telecommunications:**

Serves as an internal consultant on major highly specialized telephone communications matters. Directs very complex and important research and telephone communications projects. Coordinates and supervises multidisciplined telephone communications efforts on major projects. Generates proposals and reports of a highly complex nature. Applies in-depth knowledge of legal matters related to telephone communications. Represents the City and/or the agency on telephone communications issues at major decision-making levels. Supervises and coordinates the efforts of a team of telephone technicians engaged in complex ongoing and special projects. Makes long-range technical and financial project projections. In the temporary absence of the supervisor, may perform the duties of that position.

**In the area of Data Telecommunications:**

Serves as an internal consultant on multidisciplined data telecommunications matters. Directs very complex and important research on data telecommunications projects. Coordinates and supervises multidisciplined data telecommunications efforts on major projects. Generates proposals and reports of a highly complex nature. Applies in-depth knowledge of legal matters related to data telecommunications. Represents the City and/or the agency on data telecommunications issues at major decision-making levels. Supervises and coordinates the efforts of one or more data telecommunications unit(s) engaged in complex ongoing and special projects. Monitors the movement of information across the network. Distinguishes the formatting differences of asynchronous, synchronous, and data-link protocols. In the temporary absence of the supervisor, may perform the duties of that position.

**Qualification Requirements**

**In the area of Voice Telecommunications:**

1. A baccalaureate degree from an accredited college including or supplemented by 24 semester credits in voice telecommunications (telephone, radio, or microwave), telecommunications technology, electronics, physics, and/or planning and analysis of electronic systems and three years of satisfactory full-time experience in the performance of analytical, planning, operational, technical, or administrative duties in a voice telecommunications or

**TELECOMMUNICATIONS SPECIALIST** (continued)

**Qualification Requirements** (continued)

**In the area of Voice Telecommunications** (continued)

1. In a voice telecommunications or closely-related electronics planning, electronics management, and/or electronics service environment, one year of which must have been in a highly specialized capacity; or
2. An associate degree from an accredited college including or supplemented by 12 semester credits in voice telecommunications (telephone, radio, or microwave), telecommunications technology, electronics, physical, and/or planning and analysis of electronic systems and four years of experience as described in "1" above, one year of which must have been in a higher specialized capacity; or
3. A four-year high school diploma or its educational equivalent and five years of experience as described in "1" above; or
4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must have at least a four-year high school diploma or its educational equivalent and at least one year of the specialized experience as described in "1" above.

**In the area of Data Telecommunications:**

1. A baccalaureate degree from an accredited college including or supplemented by 24 semester credits in data telecommunications, or in a pertinent scientific, technical, electronic or related area and three years of satisfactory full-time experience in the performance of analytical, planning, operation, technical, or administrative duties in a data telecommunications or closely-related electronics planning electronics management, and/or electronics service environment, one year of which must have been in a highly specialized capacity; or
2. An associate degree from an accredited college including or supplemented by 12 semester credits in data telecommunications or in a pertinent scientific, technical, electronic or related area and four years of experience as described in "1" above, one year of which must have been in a highly specialized capacity; or
3. A four-year high school diploma or its educational equivalent and five years of experience as described in "1" above; or
4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must have at least a four-year high school diploma or its educational equivalent and at least one year of the specialized experience as described in "1" above.

**TELECOMMUNICATIONS SPECIALIST** (continued)

**Direct Lines of Promotion**

**From:** Telecommunications Associate (20243)    **To:** Telecommunications Manager  
(M82984)