

Class Title: Radio Communications Systems Analyst

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Maintains the Radio and Electronics database, evaluates potential equipment purchases, and provides technical support to the department. Handles purchasing and manages shipping and receiving. Installs and repairs radio equipment as needed.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Maintains the database by diagnosing problems and eliminating errors, creating and running reports, determining the best way to organize and store data, and maintaining the security of the system.
2	S	Handles purchasing by evaluating potential suppliers, reviewing catalogs, trade journals, and internet sites, and creating purchase orders and requisitions.
3	M	Manages shipping and receiving by preparing documents and mailing labels, packaging components, verifying contents of incoming orders, stocking items, and recording them in the database.
4	M	Installs and repairs radio equipment by planning the installation, mounting equipment, pulling cable and terminating power and coax lines, testing the installed equipment, and repairing or replacing faulty equipment.

CSC Adopted: October 2001, CSC Revised: _____

CLASS REQUIREMENTS:

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	One year as a Computer Programmer.
Certifications and Other Requirements	Valid Driver's License may be required.
Reading	Work requires the ability to read policies and procedures, operating instructions, technical manuals, and catalogs.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write correspondence, various reports, requisitions, and specification sheets.
Managerial	Managerial responsibilities include planning equipment upgrades and acquisitions.
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work is governed by broad instructions, objectives, and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives.

CSC Adopted: October 2001, CSC Revised: _____

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Complete work orders, equipment testing and repair
Sitting	F	Computer, desk work, equipment testing and repair, driving
Walking	O	Material, supply and tool retrieval, inter-office, meetings, to/from offsite jobs
Lifting	F	Boxes, equipment, parts, office supplies, tools, ladders
Carrying	O	Boxes, equipment, parts, office supplies, tools, ladders
Pushing/Pulling	O	Tools
Reaching	F	Mounting equipment, brackets, equipment, antennas, on top of vehicle, on shelves
Handling	O	Boxes, equipment, parts, office supplies, tools, ladders
Fine Dexterity	O	Computer keyboard, equipment repair, writing
Kneeling	F	Installing mobile equipment, repair or replacement of parts
Crouching	F	Installing mobile equipment, repair or replacement of parts
Crawling	O	Installing mobile equipment, repair or replacement of parts, under vehicle, under bench
Bending	F	Picking up boxes, equipment installation, repair or replacement of parts
Twisting	O	Picking up boxes, equipment installation, repair or replacement of parts
Climbing	O	Ladders, vehicles
Balancing	O	Ladders, vehicles
Vision	C	Computer, desk work, reading, driving, installation, repair or replacement of parts
Hearing	C	Telephone, co-workers, customers, vendors, meetings
Talking	C	Telephone, co-workers, customers, vendors, meetings
Foot Controls	O	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, printer, fax machine, copy machine, telephone, calculator, Standard Microsoft Windows and Office software, QBIC Maintenance System, FoxPro, OB4, Advantage Financial System software (AFIN), various small hand tools, drills, open-end wrenches, voltmeter, multimeters, watt meters, ladder

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	W	Extreme Temperatures	S
Electrical Hazards	D	Noise and Vibration	D
Fire Hazards	N	Fumes and Odors	M
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	D
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	X
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Eye protection, ear protection, hard hat, safety shoes

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)