



**COUNTY OF SANTA CLARA
INVITES APPLICATIONS FOR THE POSITION OF:**

Associate Communication Systems Technician

An Equal Opportunity Employer

SALARY

\$31.63 - \$38.22 Hourly \$2,530.00 - \$3,057.36 Biweekly \$5,481.67 - \$6,624.28 Monthly
\$65,780.00 - \$79,491.36 Annually

ISSUE DATE: 07/01/22

FINAL FILING DATE: 07/29/22. If the Final Filing Date states "Continuous", the application filing period may close any time after ten business days from the issue date of this job announcement if sufficient qualified applications have been received. Therefore, it is important to submit your application as soon as possible.

THE POSITION

Under close supervision, to assist in the assembly, repair and service of radio, microwave and computer systems used by public safety and other local government agencies for countywide emergency communications.

* * * * * **IMPORTANT** * * * * *

EXAMINATION DATES: Candidates who meet the employment standards will be invited to take an in-person performance examination tentatively scheduled for the week of Monday, August 22, 2022, through Friday, August 26, 2022.

COVID-19 Risk Tier – Lower Risk

TYPICAL TASKS

- Receives training in the areas of assembly, repair, and service of radio, microwave, and computer systems used by public safety and other local government agencies;
- Assists in the installation of base stations, repeaters, radio transmitters and receivers, analog and digital microwave equipment, antenna systems, and other public safety radio communications equipment;
- Assists in the installation of portable and mobile radios, light bars, sirens, speakers, control units, switches, specialized wire harnesses and other specialized and confidential equipment;
- Removes, repairs, and replaces emergency equipment from decommissioned vehicles;
- Fabricates specialized metal brackets for emergency equipment components;
- Assists customers with service requests;
- Assists in the performance of maintenance and service on all installed equipment, tools and other associated electronic communications equipment;
- Assists in the installation of software in switches and circuits, and to diagnose problems and program signaling circuits, pagers, two-way portable/mobile radios and base station equipment;
- Utilizes pre-defined code plugs to program portable and mobile radio equipment;
- Isolates and corrects defects in mobile radio installations; Installs, repairs and tests electrical wiring and cabling to ensure proper connection between pieces of electronic equipment;
- Assists journey-level technicians in making field surveys;
- Utilizes computer software to prepare, track, and report on work completed;

- May be assigned as a Disaster Service Worker;
- Performs related work as required.

EMPLOYMENT STANDARDS

Sufficient education, training, and experience to demonstrate the possession and direct application of the following knowledge and abilities:

Training and Experience Note: The knowledge and abilities required to perform this function are acquired through training and experience equivalent to the possession of a high school diploma;

AND

Two (2) years of experience installing, maintaining or repairing, portable and mobile radios, base stations, and/or repeaters.

Possession of an Associate's Degree in any technology or engineering field can substitute for the two (2) years of required experience.

Special Requirements:

- Possession of a valid California Driver's License prior to appointment and the ability to qualify for and maintain a County driver's authorization.

Knowledge of:

- Tools, methods, practices, materials and equipment used in the routine installation, testing, adjustment, maintenance and repair of portable and mobile radio equipment;
- Safety procedures in handling electrical energy devices.

Ability to:

- Learn to install, repair, and service base stations, repeaters, radio transmitters, receivers, analog and digital microwave equipment, antenna systems, and other public safety radio communications equipment;
- Install, test and service fixed-based and portable/mobile radio equipment;
- Learn to use test equipment in locating and repairing operating faults;
- Read electrical and electronic diagrams and service manuals;
- Recognize and use standard cable color code;
- Learn to diagnose problems, adjust and make repairs of a variety of radio and other related electronic communications equipment;
- Maintain effective working relationships with those contacted in the course of work;
- Keep records.

PHYSICAL REQUIREMENTS

- Maintain good physical condition appropriate to the assigned duties which may include walking, standing, sitting or lifting for extended periods of time;
- Normal color vision;
- Work alternate work week schedules, evening and night hours, work on weekends, holidays, and at odd or irregular hours.

VETERANS PREFERENCE INFORMATION: Any veteran who has submitted a copy of their DD214 form, and received a discharge of other than dishonorable, from the armed forces showing service in any branch of the United States military will be given a preferential credit of

five percent (ten percent for those identified as disabled veterans), after attaining a passing examination score for a numerically scored examination, as applicable by Memorandum of Understanding.

THE EXAMINATION PROCESS: The examination process may include one or more of the following: application review, application appraisal, preliminary competitive rating, performance test, written test, and/or oral interview examination.

This recruitment may require completion of Supplemental Questions in order to evaluate your education, training and experience relative to the required knowledge and abilities for the position you are applying for.

Your responses to the questions may also be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the Competitive Rating evaluation has begun.

*New Hires shall be subject to a pre-employment criminal background check.

DISASTER SERVICE WORKERS: Under California law, all County employees are designated as Disaster Service Workers (DSW). In the event of a catastrophic event, County employees may be expected to fulfill emergency action assignments. As DSW's, they may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

INFORMATION ON PERS CONTRIBUTION: For new members, salaries above a limitation imposed by federal law (that limit is \$134,974 for 2022): (1) neither the County nor the employee will make contributions to PERS on the portion of salary that exceed the limit, and (2) the portion of the salary that exceeds the limit is not used by PERS to calculate the retirement benefit. For current members, the limit is \$305,000 for 2022.

An Equal Opportunity Employer: The County of Santa Clara is an inclusive workplace, where employees are valued and respected for their different perspectives, experiences, backgrounds, and contributions. We are a proud equal opportunity employer that fosters a workforce that is as diverse as our community. Applicants will receive consideration for employment without regard to race, religion, color, national origin, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender, gender identity, gender expression, transgender status, sexual stereotypes, age, status as a protected veteran, status as an individual with a disability, other applicable legally protected characteristics, or criminal histories (consistent with applicable federal, state, and local law).

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.sccjobs.org/>

OR

70 W. Hedding Street, 8th Floor, East Wing
San Jose, CA 95110

EXAM #22-L36-A

ASSOCIATE COMMUNICATION SYSTEMS TECHNICIAN
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Associate Communication Systems Technician Supplemental Questionnaire

- * 1. Please answer the following questions. Completion of the following supplemental questions is **REQUIRED** for your application and is an integral part of the evaluation process. Initially, it will be used to evaluate against the employment standards. For those applicants meeting the employment standards, this information will be critical in the subsequent competitive assessment to identify those candidates to be invited to continue in the examination process. Your responses to the questions may also be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the Competitive Rating evaluation has begun. Please include the name of the employer, job title, job duties, dates of employment and number of hours worked per week for questions asking about your experience. A response of "see resume" or "see application" will deem your application incomplete. Vague, incomplete or

non-responsive answers could result in no or low scores in a competitive rating process.
Do you understand this requirement?

- ☐ Yes
- ☐ No

* 2. How did you find out about this job?

- ☐ Contacted by County Recruiter
- ☐ Contacted by a Recruitment Firm
- ☐ County Employee Referral
- ☐ County of Santa Clara Career Website
- ☐ County of Santa Clara Job Interests Email Notification
- ☐ Facebook
- ☐ Instagram
- ☐ LinkedIn
- ☐ Indeed
- ☐ Virtual Job Fair
- ☐ In Person Job Fair
- ☐ In-Person Networking Professional Event
- ☐ Virtual Networking Event
- ☐ Community Event
- ☐ Glassdoor
- ☐ Governmentjobs.com
- ☐ Professional Association
- ☐ Search Engine (Google, Bing, online search, etc.)
- ☐ Hospital Website: SCVMC, O'Connor Hospital, St. Louise Regional Hospital Website
- ☐ Handshake
- ☐ Student Career Center
- ☐ County Text Message
- ☐ Other (Specify in the next question)

* 3. If you selected an event/fair or other in the question above. Please specify. If not, type n/a.

* 4. Did you separate from the County through the 2020 Voluntary Separation Incentive Program (VSIP)?

- ☐ Yes
- ☐ No

* 5. What is the highest level of education you have completed?

- ☐ None
- ☐ High School or GED equivalent
- ☐ College (1 to 29 semester units / 1 to 44 quarter units)
- ☐ College (30 to 59 semester units / 45 to 89 quarter units)
- ☐ College (60 to 89 semester units / 90 to 134 quarter units)
- ☐ College (90 to 119 semester units / 135 to 179 quarter units)
- ☐ College (120 or more semester units / 180 or more quarter units)
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ Doctoral Degree

* 6. Do you possess an Associate's Degree in any technology or engineering field?

- ☐ Yes ☐ No

* 7. If you selected "Yes" to question #6 above, include the major field of study. If not applicable, indicate "N/A".

- * 8. How many years of experience do you have installing and maintaining portable and mobile radios, base stations, and/or repeaters?
- ☐ No experience in this area
 - ☐ Less than one year
 - ☐ One to less than two years
 - ☐ Two to less than three years
 - ☐ Three to less than four years
 - ☐ Four to less than five years
 - ☐ Five or more years
- * 9. Describe your experience installing, maintaining or repairing **portable and mobile radios**. In your response, please be sure to indicate the name of your employer, your position title, dates of employment (month/year to month/year) and number of hours worked per week. If you do not have such experience, type "N.A".
- * 10. Describe your experience installing, maintaining or repairing **base stations and/or repeaters**. In your response, please be sure to indicate the name of your employer, your position title, dates of employment (month/year to month/year) and number of hours worked per week. If you do not have such experience, type "N.A".
- * 11. Please indicate if you possess any of the following licenses or certifications (select all that apply):
- ☐ Certification of technical competence by another acceptable entity such as the Electronics Technician Association, International (ETA)
 - ☐ General Radiotelephone Operator's License (GROL) issued by the Federal Commission (FCC)
 - ☐ National Association of Business and Educational Radio Certificate (NABER)
 - ☐ None of the Above
- * 12. Please select from the list below the types of equipment you have experience in (select all that apply):
- ☐ BDA or DAS
 - ☐ Channel Banks
 - ☐ Dispatch Consoles
 - ☐ Installation of mobile and portable radio equipment
 - ☐ Microwave Radios
 - ☐ Motorola mobile and portable radios
 - ☐ Networking
 - ☐ P25 Trunking
 - ☐ SCADA and IP Technology
 - ☐ Voting and Simulcast
 - ☐ None of the above
- * 13. For every are you selected in Question # 12 above, describe in detail your experience. Be specific as to the different types of duties you performed. Indicate makes and models of the systems you have experience with. Include the name of employer, your position title, dates you held your position (month/year to month/year), and number of hours worked per week. Enter "N/A", if you do not have relevant experience.
- * 14. Do you understand and agree to possess a valid California Driver's license prior to appointment, and the ability to qualify for and maintain a County Drivers Permit?
- ☐ Yes ☐ No

* 15. Are you willing to work alternate work week schedules, evenings and night hours, work on weekends, holiday, and at odd or irregular hours?

☐ Yes ☐ No

* Required Question