

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

COMMUNICATIONS TECHNICIAN SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to present and future supervisory positions in the Department of Transportation which function as Communications Technician Supervisors. This classification specification is not intended to identify every duty which may be assigned to positions but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional positions located at the Department of Transportation, Division of State Patrol, which supervise a regional portion of the statewide communication system and supervise subordinate staff involved in the installation, calibration, maintenance, and design of communication and associated electronic equipment. Positions allocated to this classification must meet the statutory definitions of professional employee and supervisor, as defined in s. 111.81(15) and (19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions of professional employee and supervisor, as defined in s. 111.81(15) and (19), as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which supervise Police Communications Operators for a majority of the time and are more appropriately classified as Police Communications Supervisor.

3. Positions which supervise the maintenance and repair of audio-visual equipment or a combination of audio-visual and electronic equipment (including research and instructional and medical equipment) for a majority of the time and are more appropriately classified as Electronics Supervisor.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is typically by competitive examination.

II. DEFINITION

COMMUNICATIONS TECHNICIAN SUPERVISOR

This is responsible supervisory work involving oversight of a regional portion of the statewide communication system and the supervision of technical staff. Positions in this classification are responsible for supervising employees involved in the installation, calibration, maintenance, and design of communication and associated electronic equipment used by the Division of State Patrol and other law enforcement agencies. Positions develop bid specifications for major equipment purchases, develop policies and procedures in compliance with federal guidelines and regulations, and develop and implement training of technical staff.

Examples of duties performed include, but are not limited to:

- Determine and establish operational parameters and institute guidelines and procedures for the operation and development of an area communications system
- Supervise the preparation of drawings and schematic diagrams of all the complex electronics
- Develop and implement training programs for technical staff and communications equipment users
- Develop technical manuals for all new designs and systems
- Participate in the establishment of bureau goals and objectives
- Develop budget materials for regional area
- Establish and maintain systems records, designs, and modifications

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective April 8, 1990, and announced in Bulletin CC-234. The classification was retitled effective May 20, 2001, and announced in Bulletin CLR/SC-130. No changes in classification concept occurred as a result of this action. The classification was also included in the non-represented broadband pay system effective May 20, 2001.