

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

ELECTRONIC TECHNICIAN - AGENCY
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose Of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future technical positions that maintain and repair electronic equipment for state agencies. 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

The positions in this classification series are technical positions responsible for installing, maintaining, troubleshooting, calibrating, fabricating, and repairing electronic equipment used by state agencies.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definition of management or supervisor as defined in s. 111.81(13) and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that are for the majority of time (more than 50%) engaged in working with complex security electronic equipment at institutions and are more appropriately classified as Electronic Technician - Security.

3. Positions that are for the majority of time (more than 50%) engaged in working with media transmission electronic equipment used for broadcast or distance learning and are more appropriately classified as Electronic Technician – Media.
4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification series by competition. Movement from the Electronic Technician-Agency level, *entry allocation* will progress to the Electronic Technician – Agency Senior through reclassification as the employee satisfactorily attains the specified training, education, and experience and performs the full scope of duties identified at that the Senior level.

II. DEFINITIONS

ELECTRONIC TECHNICIAN - AGENCY

This is **entry** level work, under close progressing to limited supervision, for positions performing the full range of complex general electronic technician work as described at the Electronic Technician Agency Senior level.

This is the **objective** level for positions responsible for the 1) installation and maintenance of complex wireless communication and emergency warning equipment or data and voice wiring systems. Job duties for the communication and emergency warning equipment include installing electrical wiring, cables, modules, fuses, sirens, mobile data computer docking stations, radio consoles, switch panels, two-way antennas, two-way radios, radio frequency modems, and emergency lights; testing and repairing public safety equipment; and maintaining records associated with the installation program; 2) positions responsible for the data and voice wiring systems perform job duties which include installing and maintaining data and voice wiring systems, classroom computer and multi-media stations, room audio/video control systems, fiber optic video systems, telephone systems, distance education multi-media and communication equipment, wiring for card systems, and maintaining and repairing wiring systems and electronic support equipment; and, 3) positions that do not perform the full scope of work found at the Electronic Technician Agency Senior level, but may perform portions of the work, such as primary responsibility for the repair of equipment. Work is performed under general supervision.

Represented Positions:

Department of Transportation, Division of State Patrol: Positions are responsible for the installation of complex wireless communication and emergency warning equipment in public safety vehicles including cars, trucks, and sport utility vehicles; basic maintenance of the electronic equipment; and record keeping duties associated with the installation program.

ELECTRONIC TECHNICIAN - AGENCY SENIOR

Positions in this classification work on complex electronic systems for agencies. The electronic equipment can range from building maintenance systems, data collection systems, and traffic control systems. Positions are responsible for installing, maintaining, troubleshooting, writing programs, calibrating, fabricating, and repairing electronic equipment to the component level; interfacing software

and instrumentation equipment with electronic equipment; maintaining records and schematics of electronic component parts; and ordering parts. Positions at this level may act as a lead worker for entry level positions.

Representative Positions:

Department of Administration, Division of Buildings and Police Services, Bureau of Building Management, Central Madison: Positions are responsible for the technical and engineering work in design, construction, implementation, maintenance, repair, and operation of complex electronic equipment. Job duties include planning, designing, engineering, constructing, installing, and programming electronic control systems; providing users with estimates; researching electronic controls; developing efficient and effective maintenance plan; and maintaining reports. Or, the position is responsible for the design, planning, construction, management, and operation of a complex security program; providing technical support for the installation and maintenance of electronic access systems and associated components, fire safety systems, emergency communications systems, life safety equipment, video and audio equipment, alarm annunciation equipment, and other security related equipment; planning and designing work; providing users with technical information and cost estimates; developing maintenance plan; developing reports; and maintaining records.

Department of Health and Family Services, Division of Care and Treatment Facilities, Mendota Mental Health Institute: Positions are responsible for the installation, maintenance, calibration, troubleshooting, and repair of electronic based equipment and control systems and instruction of staff regarding the safe, correct, efficient operation and maintenance of electronic boiler control system components.

Department of Justice, Division of Criminal Investigation: The position is responsible for designing, modifying, repairing, constructing, and recommending purchase or use of a wide variety of communications and electronic equipment used by the Department; installing and removing equipment in fleet vehicles; and providing technical assistance and training to the Special Agents in the use of equipment.

Department of Military Affairs, Air National Guard, Truax Field: The position is responsible for the design, layout, installation, maintenance, and repair of various complex electronic controls. Job duties include designing and drawing wiring and schematic plans for controls for alarm systems, door and remote gate operators, HVAC equipment, and x-ray safety interlocks.

Department of Natural Resources, Division of Air and Waste, Bureau of Air Management, Monitoring Section: Positions are responsible for the plan, design, construction, installation, modification, maintenance, and repair of complex electronic air monitoring equipment and monitoring site desk-top PC/Logger data acquisition equipment throughout the state to insure that instrumentation operated functions with a minimum down time; ensuring that the system for telemetric central collection of air and meteorological data from remote monitoring stations though out network perform properly; and providing technical expertise in support of ozone monitoring.

Department of Transportation, Division of Transportation System Development, Bureau of Traffic Operations : Positions are responsible for the advanced maintenance, repair, calibration, installation and modification of electronic traffic control and data acquisition equipment that meets statewide ad national standards, repairing traffic signal control equipment and perform evaluation testing and preparing newly purchased complex traffic control equipment for field operation. Job duties include designing, constructing, testing, and preparing schematic diagrams and technical documentation of traffic control test equipment. Positions provide advanced technical assistance, guidance and training to electrical and traffic operations staff throughout the state.

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 specification was created effective May 18, 2003 and announced in Bulletin MRS/SC-156 as a result of the Electronic Technician survey to represent positions responsible for the general electronics function in agencies. This classification was modified effective August 5, 2007 and announced in bulletin OSER-0166-MRS/SC to reflect organizational changes at the Department of Transportation.

This classification series was modified effective March 6, 2016 and announced in Bulletin DPM-0420-CC/SC to update the definition language.

JJK/JAB
BAP/RMM/DLM
93001