

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**NETWORK COMMUNICATIONS SYSTEM ANALYST
CLASSIFICATION SERIES**

I. INTRODUCTION

A. Purpose Of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future Network Communications System Analyst positions located within the Department of Transportation. Positions allocated to this series perform technical work relating to the design, development, system integration, installation, diagnosis, maintenance and repair of complex networks and telecommunications equipment. 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 class 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; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This series encompasses positions performing technical communications related work within the Department of Transportation. Positions support complex networks, telecommunications equipment and wireless communications for public safety agencies including, but not limited to, state patrol, natural resources, justice, capitol police, and at least 100 other county and local public safety agencies. These positions also support the Wisconsin Interoperable System for Communications (WISCOM), which is a statewide radio system shared by federal, tribal, state, county and local agencies. These enterprise networks are used on a 24/7 basis by public safety entities. Positions perform technical work relating to the design, development, system integration, installation, diagnosis, maintenance, and repair of complex networks and telecommunications equipment that span a statewide network and multi-agency interoperability systems.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions that meet the definitions of confidential, supervisory, or management as identified in s. 111.81(7), (19), and (13) Wis. Stats., and as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that perform, for the majority of time (more than 50%), installation of electronic equipment in vehicles for public safety agencies, but do not design, develop, modify, or maintain such equipment and are more appropriately classified as Electronic Technician – Agency.
3. All other positions which are more appropriately identified by other classifications.

D. Entrance and Progression Through this Series

Employees enter this classification series by competition. Progression to the Advanced level will occur through reclassification as the employee satisfactorily attains the specified training, education, and experience and performs the full scope of duties identified at the Advanced level.

II. DEFINITIONS

NETWORK COMMUNICATIONS SYSTEM ANALYST

This is entry progressing to developmental level work performed by Network Communications System Analysts. Work is performed under close progressing to limited supervision. Positions perform technical work related to complex networks, telecommunications equipment and wireless communication services. Positions learn and assist with the design, development, system integration, installation, diagnosis and repair of complex networks and telecommunications equipment. Systems include, but are not limited to: LAN, WAN, analog and digital microwave, VoIP, wireless voice communications, PBX based telecommunications and remove alarm monitoring systems.

Representative Positions

Statewide Equipment Support

These positions assist with the direct support of the WISCOM system for all users. In addition, these positions assist with: maintaining WISCOM's Network Management System; developing, implementing, enhancing and maintaining the WISCOM help desk and user support functions; managing WISCOM's maintenance and support budget; serving as a WISCOM technical support contact for user agencies of the system; and diagnosing, troubleshooting and repairing the IT and radio frequency systems of WISCOM. Positions at this level focus on learning the WISCOM system and resolve and diagnose less complex problems.

Network Equipment Support

These positions assist with: maintaining a portion of the statewide communications network and coordinating with other Network Communications System Analysts to integrate their region of operation into the entire network/telecommunications system; designing systems and interface equipment while assisting in the design, project management and implementation of complex networks and telecommunication systems statewide; and maintaining specialized electronic equipment which may include emergency warning equipment, tower lighting equipment, lightning detection/suppression systems, emergency generators and transfer switches, back-up battery equipment, DC chargers and UPS

devices. Positions at this level focus on learning the statewide communication network and resolve and diagnose less complex problems.

NETWORK COMMUNICATIONS SYSTEM ANALYST ADVANCED

This is objective level work performed under general supervision. Positions perform all the duties identified at the Network Communications System Analyst level. Positions perform higher level technical work related to complex networks, telecommunications equipment and wireless communication services. Positions perform the design, development, system integration, installation, diagnosis and repair of complex networks and telecommunications equipment. Systems include, but are not limited to: LAN, WAN, analog and digital microwave, VoIP, wireless voice communications, PBX based telecommunications and remove alarm monitoring systems. Positions assist in the coordination of service centers including purchasing, inventory, scheduling, contract management and equipment calibration. Positions at this level assist in coordination of complex networks or statewide installation programs. Positions also respond to emergency network and communications system outages as needed on a 24 hour basis.

Representative Positions

Statewide Equipment Support

These positions perform all work as identified at the Network Communications System Analyst and Advanced levels and are primarily responsible for the direct support of the WISCOM system for all users. In addition, these positions are responsible for: maintaining WISCOM's Network Management System; developing, implementing, enhancing and maintaining the WISCOM help desk and user support functions; managing WISCOM's maintenance and support budget; serving as a WISCOM technical support contact for user agencies of the system; and diagnosing, troubleshooting and repairing the IT and radio frequency systems of WISCOM. Positions at this level diagnose and resolve the most complex problems and system integration issues.

Network Equipment Support

These positions perform all the work identified at the Network Communications System Analyst and Advanced levels. In addition, these positions are responsible for: maintaining a portion of the statewide communications network and coordinating with other Network Communications System Analysts to integrate their region of operation into the entire network/telecommunications system; designing systems and interface equipment while assisting in the design, project management and implementation of complex networks and telecommunication systems statewide; and maintaining specialized electronic equipment which may include emergency warning equipment, tower lighting equipment, lightning detection/suppression systems, emergency generators and transfer switches, back-up battery equipment, DC chargers and UPS devices. Positions at this level diagnose and resolve the most complex problems and system integration issues. Positions may be statewide experts on one or more components or systems.

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 March 6, 2016 and announced in Bulletin DPM-0420-CC/SC as a result of broadbanding expansion. The new series encompasses positions that were formerly classified within the Communications Technician series which was abolished on the same date.

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