

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

ELECTRONIC TECHNICIAN - SECURITY
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 technical positions, located at a state institution, responsible for maintaining a complex security system. 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 or 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 located at a state institution responsible for maintaining a complex security system meant to monitor and detect or restrict the activity of visitors, inmates, patients, or residents.

C. Exclusions

Excluded from this classification are the following types of positions:

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

4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competition. Progression to the Senior 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 Senior level.

II. DEFINITIONS

ELECTRONIC TECHNICIAN - SECURITY

Under close progressing to limited supervision, positions are responsible for the maintenance, repair, and calibration of electronic security systems that are meant to monitor and detect or restrict the activity of inmates, patients, or residents at state institutions.

ELECTRONIC TECHNICIAN - SECURITY SENIOR

Under general supervision, positions are responsible for the maintenance, repair, and calibration of electronic, systems and equipment which are meant to monitor and detect or restrict the mobility of inmates, patients, or residents. Job duties include plan, install new electronic security systems; provide modifications to, and expansions of present electronic systems; assist other maintenance staff; and provide maintenance records and reports. At the Department of Correction positions may be additionally responsible for electrified fence systems.

Represented Positions:

Department of Corrections, Milwaukee Secure Detention Facility (MSDF): This position is responsible for the maintenance, repair, and calibration of electronic systems and equipment including complex CCTV, closed circuit video systems, including cameras interconnected with multi-output video switchers, multiple monitors, remote digital pan/tilt/zoom controls, digital video recorders; closed circuit in-house inmate visitation system, off site video communication equipment i.e. Telemedicine, inmate visiting, electronic perimeter fence, microwave perimeter intrusion detection systems, security detection equipment, walk through, and hand held metal detectors, x-ray, package scanners; provides programming of the electronic controls program software and monitoring equipment for the entire Building Automation System; the Master Antenna Television System including channels for distributing programs within MSDF, channels for FM radio, and educational channels received through satellite system. The position is also responsible for maintaining records and providing reports; directing and inspecting work of contractors; ordering parts and supplies. The position consults with engineers and contractors in the installation of new equipment, assisting contractors with the interfacing of new systems with existing electronic systems, training staff to use the systems; assisting electrician and HVAC specialist in the maintenance and repair of electrical systems, heating, and ventilation equipment.

Department of Health Services, Mendota Mental Health Institute: The position is responsible for the maintenance, repair, and calibration of the electronic systems and equipment. Job duties include maintaining and repairing complex closed-circuit video surveillance systems including cameras interconnected with multi-output video switches, multiple monitors, remote digital pan/tilt/zoom controls utilizing programming skills for the computer based controls for these systems; maintaining and repairing complex microwave perimeter intrusion detection systems interconnected to the security control center

and the multiplexed monitoring and data transmission system; maintaining and repairing door security, master antenna broadcast television distribution system, paging and multiple intercom systems, computer based fire and smoke alarm systems, electronic security door closures and locking systems, and solid-state controls; planning, designing, and installing new electronic security systems and modification and expansion of current systems; assisting maintenance, engineering staff, engineers, and contractors; and maintaining records of equipment and 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

The 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 security of state institutions, which monitors and detects or restricts the activities of inmates, clients, and patients.

The specification was revised effective March 6, 2016 and announced in Bulletin OSER-0420-DPM-CC/SC to reflect the updating of the allocations and the broadbanding of the classification.

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