

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

COMMUNICATIONS SYSTEMS SPECIALIST

POSITION CODE: 08860
Effective: 6-1-84

DISTINGUISHING FEATURES OF WORK:

Under general direction, as a staff specialist, performs highly complex technical functions relating to communications system design, analysis and management of statewide data, voice, or radio communications networks; plans, designs, evaluates and recommends improvement of communications networks for more efficient and economical use of systems, assists and advises agencies, universities and elected state officers in the uses of available communications systems; provides technical assistance, guidance, and advice in areas of specialty to project teams; acts as technical consultant in the procurement, retention, installation and uses of voice communications, data communications, radio communications equipment and services.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans, designs and recommends the installation of, or alteration to radio, voice or data communications equipment and services; sets direction in area of specialties to project team; coordinates and approves the various radio, voice or data communications networks in the state; advises and reviews for approval the purchase of communications equipment, services, parts and related supplies.
2. Conducts and coordinates feasibility studies and projects involving the design and management of communications systems; prepares highly technical and specialized reports relating to current and projected communications programs and needs; performs research projects in communications traffic characteristics and tariff rates; determines the feasibility of state-owned versus leased communications equipment, systems, and services.
3. Acts as technical consultant to all state agencies in the management and use of communications systems and services.
4. Assists in the designs and management of voice, radio, or data communications systems and evaluates and recommends improvements in communications networks.

COMMUNICATIONS SYSTEM SPECIALIST (Continued)

5. Confers with the various data, voice or radio communications vendors and representatives; attends data, voice or radio communications seminars and conferences.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four years of college with major coursework in electronic engineering, radio/television, telecommunications or data processing.

Requires four years of professional experience in communications systems designs.

Knowledges, Skills and Abilities

Requires extensive knowledge in electronic communications media to include either telecommunications, data processing communications or radio communications systems.

Requires ability to plan statewide communications systems.

Requires ability to comprehend and conceptualize an agency's communication requirements.

Requires ability to prepare and present complex technical data to officials and system users who are not trained in communications technology.

Requires ability to evaluate and select the more efficient communications equipment from that offered by various vendors.