

Task Statements

Supervising Telecommunications Engineer

Task #	Task Statement
1	Design telecommunication systems (e.g., wireline, radio, fiber, satellite) to satisfy voice, video, and/or data requirements of an end user.
2	Conduct telecommunication studies/surveys to predict system performance related to satisfying end user requirements utilizing appropriate tools or methodologies (e.g., computer simulation modeling, field strength measurements, analytical calculations).
3	Conduct telecommunication systems studies to identify and evaluate alternatives, estimate costs, and recommend an optimal solution for satisfying end user requirements.
4	Develop and write technical specifications for telecommunication systems to satisfy end user requirements.
5	Develop and write technical specifications for telecommunication equipment to satisfy end user requirements.
6	Evaluate vendor proposals for telecommunication systems and/or equipment to ensure compliance with technical specifications and end user requirements.
7	Conduct acceptance testing on equipment and systems to verify specification compliance.
8	Develop technical standards for telecommunication systems to ensure compliance with federal, state and local requirements, and for effective implementation, operation, and maintainability.
9	Understand applicable standards and apply them to the design, implementation and management of telecommunication systems.
10	Provide technical advice and guidance to end users on telecommunication technologies and regulations for voice, video and data systems.
11	Plan and coordinate the implementation of telecommunication projects based on operational needs of the end user utilizing project management methods and tools.
12	Act as technical advisor to management on telecommunication issues.
13	Develop strategies for telecommunication technologies and resources to resolve end user requirements.
14	Implement strategies and directions of state management in the design and operation of telecommunication systems.
15	Serve as the State's representative on advisory boards, standards setting committees or other similar entities on matters related to the State's use of telecommunication technology.

Task #	Task Statement
16	Serve as the State's representative before regulatory boards, public forums and/or the general public or other similar entities on matters related to the State's use of telecommunication technology.
17	Prepare engineering reports (e.g., feasibility reports, functionality reports, study reports) for presentation to stakeholders.
18	Analyze technical data to determine if new equipment is compatible with other system components and recommend solutions to any inconsistencies.
19	Analyze telecommunication billing documents to manage and control costs for projects and/or programs.
20	Develop and implement cost recovery methods to ensure fiscal viability of programs.
21	Evaluate and discuss telecommunication systems, prototypes, and proposals with vendors and/or end users to determine applicability to current or future systems.
22	Supervise assigned telecommunications staff to monitor quality and quantity of work, and to ensure the adherence to work schedules.
23	Conduct inspections of work area in order to report safety issues to ensure general safety.
24	Review and approve staff timekeeping documents (e.g., time reports, leave requests) for compliance with legal and workload requirements.
25	Act for higher-level staff in his/her absence to ensure continuity of operations.
26	Develop goals and/or objectives for the work unit in accordance to established policies, practices and procedures.
27	Plan, lead, and direct the work activities of staff to ensure projects are completed in accordance to established policies, practices and procedures.
28	Plan, lead, and direct the work activities of staff to ensure projects are completed within established timeframes and budget.
29	Develop and monitor a program or work unit to ensure appropriate spending of approved budget.
30	Identify and resolve employee performance problems to improve worker performance and productivity.
31	Administer provisions of collective bargaining agreements to ensure compliance in the course of supervising represented employees.
32	Resolve disagreements and conflicts between staff members to achieve a positive work environment.
33	Conduct team-building sessions with work unit to establish a more cohesive and productive staff.
34	Mentor staff to improve performance and productivity.
35	Conduct training needs analysis to determine the level and type of training needed by staff.

Task #	Task Statement
36	Participate in the interview and hiring process to provide input in the selection process.
37	Assist in the development of the annual budget for the work unit or division.
38	Prepare expense/allocation reports documenting project, program, or work unit encumbrances, expenditures, and remaining allocations.
39	Develop control agency documents (e.g., Feasibility Study Report, Special Projects Report, Budget Change Proposals, contracts) to obtain project funding and/or approval.
40	Document employee performance and complete performance evaluations and probationary reports.
41	Participate in planning of projects from inception to implementation to ensure timely completion of projects.
42	Establish controls (e.g., project plans, schedules, risk analysis) to ensure the timely completion of work tasks.
43	Monitor and manage controls (e.g., project plans, schedules, risk analysis) to ensure the timely completion of work tasks.
44	Manage the implementation of projects so as to control scope creep with regard to budget and schedule impact.
45	Resolve conflicting priority requests from various sources to ensure project needs are being met.
46	Provide input to management regarding the amount of time spent and resources required to complete projects and work assignments.
47	Inform stakeholders of the status and progress of work, programs, and projects to ensure quality customer service.
48	Determine availability of appropriate resources by using workload forecasting, response time evaluation, and other task management techniques, to complete tasks within established timeframes.
49	Evaluate telecommunication project costs (current and projected) relative to the financial constraints to ensure project completion.
50	Administer telecommunication systems contracts to ensure compliance with all provisions.