



TELECOMMUNICATIONS TECHNICIAN TRAINEE

BI-WEEKLY SALARY RANGE: \$1,930.40 - \$2,282.40
APPROXIMATE MONTHLY SALARY RANGE: \$4,182.53 - \$4,945.20

Last Day To File (LDF):

Monday, May 10, 2010

Examination Date:

June 24, 2010

(DATES ARE SUBJECT TO CHANGE)

A properly completed Supplemental Questionnaire must be submitted with each application. Applications and Supplemental Questionnaires must be in the possession of the Human Resource Services Department by 5:00 p.m. on the Last Day for Filing. **Postmarks and faxes are not accepted.** Failure to submit the Supplemental Questionnaire will result in disqualification.

Applicants are encouraged to apply on-line at www.acgov.org/hrs

THE POSITION(S):

Telecommunications Technician Trainees work under close supervision in the Communications Department of the General Services Agency to install and repair mobile radios, base stations and other electronic communications equipment. This is a trainee class for the journey-level Telecommunications Technician. Incumbents receive on-the-job training in the repair and installation of high frequency fixed and mobile radio and electronic communications equipment. The Telecommunications Technician Trainee must obtain a General Radio Telephone Operator's license before the completion of six months on the job and after one year is expected to advance to the journey-level class.

PROMOTIONAL OPPORTUNITIES: Telecommunications Technician Trainee may be flexibly staffed to:
Telecommunications Technician - \$2902.40 – Current Bi-weekly Maximum.

THE MINIMUM REQUIREMENTS:

EITHER I

EDUCATION: Possession of a certificate of completion from an accredited electronic training program.

OR II

EXPERIENCE: The equivalent of six months of recent, full-time experience in electronic maintenance, testing and repair work of Frequency Modulation (FM) radio.

PHYSICAL CHARACTERISTICS: Physical ability and willingness to climb poles and towers to maintain audio, transmission, antenna and power lines; ability to lift up to 60 pounds.

LICENSE REQUIREMENT:

1. Possession of a valid California Motor Vehicle Operator's License.
2. General Radio Telephone Operator's License within six months of employment.

NOTE: The Civil Service Commission may modify the above Minimum Qualifications in the announcement of an examination.

THE EXAMINATION STEPS:

1. Review of the applications to verify minimum qualifications.
2. Screen applications and supplemental questionnaires further verify knowledge, skill or ability.
3. A performance test to be weighted as 40% of the candidates' final examination score.
4. An oral interview which will be weighted as 60% of the candidates' final examination score. The oral interview may contain situational exercises.

Candidates must attain a qualifying rating on each portion of this examination. We reserve the right to make changes to the announced examination steps.

THE EXAMINATION CONTENT:

The examination may include, but may not be limited to, the testing of concepts related to:

Knowledge of:

- The basic theory of radio communications and electronics.
- Techniques, methods and procedures in the maintenance of electronic equipment.
- Test equipment and tools used in electronic repair;
- Safety rules and procedures applicable to the electrical/electronic industry.

Skill in:

- Detecting and repairing defects in radio receivers, sirens, intercoms, and related electronic equipment.
- Operating related test equipment.

Ability to:

- Read and interpret simple electronic drawings and schematics.
- Learn and develop within one year the knowledge and skills required for the journey-level class.



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(CONTINUED FROM FRONT)

Applicants are encouraged to obtain an "Alameda County Examination and Hiring Process" brochure and "Educational Requirements" brochure at www.acgov.org to become familiar with the examination and hiring process as well as how to interpret Alameda County's educational requirements (if applicable).

Applicants are encouraged to apply on-line at www.acgov.org/hrs.

ALAMEDA COUNTY:

Alameda County, located on the east side of San Francisco Bay, is California's seventh-largest county. The County employs 9,080 full-time employees and operates on an annual budget of \$2.39 billion. Oakland, the County seat, is California's eighth largest city. One and a half million people call Alameda County home and live in a variety of incorporated cities, unincorporated communities and rural areas. As a major urban county, Alameda provides a full range of services to its citizens. The County is a blend of culturally and ethnically diverse communities, and its mixture of cosmopolitan and suburban areas provides the perfect environment for families and their active lifestyles. The County offers extensive cultural resources, countless recreational opportunities and an array of fine public and private colleges and universities.

EMPLOYMENT BENEFITS:

The County offers an attractive benefits program with the following elements:

- Defined Benefit Retirement Plan covered by the 1937 Act*
- Health, Vision* and Dental Insurance*
- Life and Accident Insurance*
- Disability and Income Replacement Plan*
- Paid Vacation & Sick Leave accruals*
- Holidays*
- Deferred Compensation Plan*
- Dependent Care Assistance*
- Pre-tax parking and transit benefit*
- Savings Bonds*
- Health Flexible Spending Account**
- Employee Assistance Program*

Employee benefits may not pertain to persons employed on an hourly or services as needed (SAN) basis. For a detailed description of all the benefits available for this position please see the announcement on-line at www.acgov.org (* not all classes receive these benefits)

VETERAN'S PREFERENCE:

Those claiming additional preference points as a VETERAN must submit a copy of the DD214 form on the day of the oral examination. Those claiming additional preference points as a DISABLED VETERAN must submit a copy of the DD214 form and a letter from the Department of Veteran Affairs confirming eligibility for additional points on the day of the oral examination.

REASONABLE ACCOMMODATION:

The Human Resource Services Department will make reasonable efforts in the examination process to accommodate qualified individuals with mental and physical disabilities, and/or medical conditions in accordance/compliance with the State Fair Employment Housing Act (FEHA), Federal Americans with Disability Act (ADA) of 1990, and Alameda County Resolution No. R-83-773. **To request reasonable accommodation, you must notify the Human Resource Representative listed on this bulletin as soon as possible and before the last day to file, in order to make the necessary arrangements during each step of the examination process.**

(510) 272-3703 (TDD)

DISASTER SERVICE WORKER:

All government employees are disaster service workers as defined by California Government Code Section 3100. In addition to everyday duties, employees have the added responsibility of helping throughout any disaster.

BACKGROUND INVESTIGATION:

An applicant's previous employment may be investigated. Results of this investigation may be cause for disqualification. Also, all convictions will be reviewed and may result in a request for additional information or termination of employment. A conviction record will not necessarily disqualify an applicant from employment. Each case will be given individual consideration, based on job-relatedness.

MEDICAL EXAMINATION:

All prospective county employees must pass a medical examination before beginning employment. For positions which require a commercial driver's license and the performance of functions defined as "safety sensitive," Federal law and County policy requires that the examination include a drug screening process. Offers of employment are conditional upon successful completion of this examination.

HUMAN RESOURCES REPRESENTATIVE:

Cheri Harraway
Human Resources Analyst I
cheri.harraway@acgov.org
(510) 208-9593

9279-P042
4/14/10

Alameda County is an Equal Opportunity/Affirmative Action employer. Women, ethnic and racial minorities and persons with disabilities are encouraged to apply. Applicants will be considered without regard to their race, color, religion, sex, national origin, age, disability, sexual orientation, or any other non-job-related factor.