HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Telecommunications Analyst

Job Code: W0604
Pay Grade: WS
Pay Scale: $38.05-$58.65 Hourly; $79,144.00-$121,992.00 Annually
Exempt: No

OVERVIEW

Design, develop, analyze, install, and maintain complex telecommunications systems and peripheral equipment to maintain network connectivity in support of assigned business operations.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Plan, design, coordinate, test, inspect, and manage or oversee the installation and maintenance of telecommunications structured cabling systems as part of information technology systems and operations to include developing specifications and assisting in the selection of telecommunication systems.
- Develop cost estimates, budgetary quotes, and conduct site surveys for clients for inclusion in the budget process.
- Conduct studies regarding telecommunication systems usage and recommend changes as appropriate.
- Use software such as Computer Aided Design (CAD) and Microsoft Visio software to produce cabling drawings based on or supplementing as-built drawings; create or edit floor plans in CAD or Visio for layout of cabling and infrastructure to conform to client requirements.
- Troubleshoot and resolve connectivity problems relating to cabling infrastructure and telecommunications hardware; use telecommunication diagnostic equipment and tools to determine source of failure.
- Provide guidance and oversight of work to lower-level employees as required; review architectural or construction drawings of county facilities for telecommunications related requirements.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Knowledge of telecommunications systems, network interconnectivity, and the interrelationship of these systems with other computer equipment used by the organization to which assigned.
- Knowledge of building construction activities as they relate to the installation of structured cabling systems such as electrical rough-in, ceiling grid, and drywall completion generally starting at the 50% construction completion point on forward including final acceptance.
- Knowledge of Project Management principles and techniques as it relates to project milestones, critical path, and infrastructure cost and schedule information.
- Working knowledge of the budget and procurement processes of the organization to which assigned.
- Knowledge of referencing organizational standards including but not limited to TIA/EIA, Telecommunications Industry Association, National Fire Protection Association (NFPA) National Electric Code (NEC), American National Standards Institute (ANSI), OSHA, HIPAA

Security Standard, FCC, ISO Security Standards, NFPA, and NESC.
- Knowledge of standard telecommunication diagnostic and troubleshooting tools including but not limited to Fiber Optic and Network Analyzer test equipment.
- Ability to plan, organize, and supervise or oversee the work of others.
- Ability to prepare and maintain records and reports.
- Ability to communicate technological matters effectively, both orally and in writing.
- Ability to safely operate a motor vehicle.

SKILLS

- Network Security
- Network Maintenance
- Telecommunication Systems
- Information Technology (IT) Infrastructure
- Structured Cabling Systems
- Network Troubleshooting
- Network Performance
- Network Architecture
- Telecommunications Installation
- Communication Protocols
- Radio Operations

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in moderate physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 25 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Four years of experience troubleshooting and repairing various components such as structured cabling systems (fiber optic and Ethernet) for local area networks, wireless/mobile telecommunications equipment, telephone keys systems, VOIP systems, fire/burglar alarm panels, and fuel monitoring systems.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.

- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.