

# Agenda Summary Report (ASR)

## Franklin County Board of Commissioners

<b>DATE SUBMITTED:</b> December 7, 2022	<b>PREPARED BY:</b> Liz Cupples
<b>Meeting Date Requested:</b> December 13, 2022	<b>PRESENTED BY:</b> Liz Cupples
<b>ITEM: (Select One)</b> Consent Agenda <input checked="" type="checkbox"/> Brought Before the Board <span style="float: right;">Time needed: 5MIN</span>	
<b>SUBJECT:</b> Approval to Hire Telecommunications Engineer at Grade 19 Step 7	
<b>FISCAL IMPACT:</b> Previous employee was at Grade 19 Step 5, impact between Grade 19 Step 5 and Grade 19 Step 7 would be \$4,348.80 per year. Taken out of Information Services budget 101350.	
<b>BACKGROUND:</b> Information Services has had a vacant opening for Telecommunications Engineer since 11/7/2022. We have received 2 application. One of which is a former Franklin County Telecommunications Engineer. The applicant served 6 years with Franklin County and was an outstanding employee, had extensive knowledge of our radio and microwave (first responder) network and he has 25 plus years working for government entities.	
<b>RECOMMENDATION:</b> The Information Services director recommends approval of a Grade 19 Step 7 entry for the selected candidate for the Telecommunications Engineer.	
<b>COORDINATION:</b> Liz Cupples, Director; Sam Hughes, HR Director	
<b>ATTACHMENTS:</b> Resolution	
<b>HANDLING / ROUTING:</b> (Once document is fully executed, it will be imported into Document Manager. Please list <u>name(s)</u> of parties that will need a pdf) Information Services	

*I certify the above information is accurate and complete.*



Liz Cupples, Director

**FRANKLIN COUNTY RESOLUTION** \_\_\_\_\_

BEFORE THE BOARD OF COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON

***IN THE MATTER OF STEP EXCEPTION FOR EMPLOYMENT OFFER IN  
INFORMATION SERVICES OFFICE***

**WHEREAS**, the Information Services office has a Telecom Engineer position open; and

**WHEREAS**, the Information Services office has received very few applicants for the vacant position;  
and

**WHEREAS**, the Information Services office has received an application from a former employee with  
credible experience; and

**WHEREAS**, this former employee was a Grad 18/Step 7 when he left the county, however, his  
predecessor was at a Grade 19/ Step 5; and

**NOW, THEREFORE BE IT RESOLVED** that the Board of Commissioners find it in the best interest  
for the county to hereby approve the step exception and agree to offer the selected candidate the  
Telecom Engineer position at a Grade 19, Step 7.

**APPROVED** this 13th day of December 2022.

BOARD OF COUNTY COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Chair Pro Tem

\_\_\_\_\_  
Member

**ATTEST:**

\_\_\_\_\_  
Clerk to the Board



## FRANKLIN COUNTY JOB DESCRIPTION Telecommunications Engineer

<b>Effective Date:</b> June 2018	<b>Bargaining Unit:</b> N/A
<b>Department:</b> Information Services	<b>FLSA Status:</b> Exempt
<b>Reports to:</b> Information Services Director	<b>PCN:</b> 1350COMENG
<b>Grade/Salary Schedule:</b> Grade 19 / NB80	

### SUMMARY

The Telecommunications Engineer plans, organizes, directs, evaluates, and continuously improves the radio and microwave communication systems and facilities and performs many of the associated professional tasks in order to achieve goals aligned with department and County strategic objectives.

### ESSENTIAL FUNCTIONS OF THE JOB

- Researches, reviews, analyzes, and communicates results, interpretation, recommendations, or advice to the public, property owners, County departments or colleagues, the Board of County Commissioners, and others.
- Plans, directs, organizes, and implements activities related to changes and maintenance of radio and microwave telecommunication system and facilities including design and installation, purchasing of equipment and parts, and securing and managing vendor services according to industry, County, and department standards and in compliance with laws, regulations, rules, and other applicable statutes.
- Plans, organizes, and directs the coordination of the FCC licensing process for local public safety radio licenses.
- Pursues self-development and continuing personal development of skills and knowledge by attending ongoing educational workshops, reviewing professional publications, and establishing personal networks.
- Monitors, evaluates, and makes improvements to the related operations, facilities, equipment, materials, technology, tools, maintenance, expenses, procedures, documentation, communication, coordination, project management, expenses, and record keeping according to current department and County practices, in order to provide consistent and available telecommunication systems.
- Plans, organizes, directs staff and vendor assignments, schedules, evaluates progress, and shifts priorities for the programs, plans, requirements, and administration of services for the radio and microwave telecommunication systems in accordance with related codes, ordinances, regulations, laws, and County guidelines, ensuring work is completed in a safe, efficient, and timely manner.
- Participates in department staff selection activities and provides recommendations on candidate selection.
- Monitors, reports, interprets, communicates, and recommends, makes, and/or leads changes to policy, procedures, or programs due to new trends, innovations, federal, state and local rules, laws, regulations, legislation, codes, and ordinances as they relate to the assigned areas and responsibilities.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Expert knowledge of modern principles, methods, and practices in radio, telecommunications, computer, network systems, fiber optics, and electrical and power systems.
- Proficient knowledge of Franklin County business and financial acumen and the application and interpretation of Franklin County policies and procedures and federal, state, and local rules, laws, regulations, legislation, codes, and ordinances as they relate to area(s) of assignment according to current department and County practices.

## **FRANKLIN COUNTY JOB DESCRIPTION**

### **Telecommunications Engineer**

- Expert knowledge of and ability to apply techniques and related tools, equipment, and technology as they relate to area(s) of assignment according to current department and county practices.
- Proficient project management skills including creating scope and sequence, communication, leadership (providing direction, vision, coaching team, sound judgment, issue and conflict resolution, effective decision making), negotiation, team building, use of project management tools and techniques, organizational savvy, personal organization, risk management, and breadth in radio and microwave telecommunication systems and facilities.
- Proficient skills in troubleshooting and resolving issues or problems by analyzing situation, identifying alternative solutions, interpreting compliance documentation, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- Expert time management and mental and physical organization skills that support the ability to focus, have clarity, and use strategy to fulfill a variety of tasks successfully.
- Proficient computer skills in Microsoft Office Suite, the internet for research, Visio, and software applications related to telecommunications engineering, monitoring, and technical systems programming.
- Ability to learn new technology systems and equipment and be able to communicate (verbal/written) technical specifications, project proposals, and technical information to a variety of internal and external non-technical audiences.
- Ability to coordinate, connect, and manage multiple complex and diverse technical systems.
- Ability to exercise a high degree of independent judgment and discretion and maintain the confidentiality of sensitive and/or confidential information.
- Ability to write and speak clearly and concisely and to express ideas and recommendations effectively orally and in writing.
- Ability and willingness to establish and maintain communication and working relationships with peers, representatives from other agencies, vendors, public officials, and the general public using courtesy, tact, and good judgment.
- Ability to work independently, identify and take advantage of opportunities, organize and prioritize several ongoing and frequently changing assignments to meet deadlines, and communicate changes and progress to staff, remaining calm during emergency situations.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may be performed in the following environmental conditions:
  - frequently: in an office environment, occasionally in the corrections facility among inmates and officers, and outdoor weather conditions,
  - occasionally: near moving mechanical parts, in high, precarious places, near risk of electrical shock, and in dirt, dust, and shavings.
- The noise level in the work environment is usually moderate, a typical office environment.

#### **SPECIAL CONSIDERATIONS**

- Required to be on call for emergencies and able to work nights, weekends, and holidays as needed for meetings or to address system failures or other emergencies related to the communication system.
- Occasional travel required to Franklin County facilities and to the telecommunication towers located in Benton and Franklin Counties.

#### **PHYSICAL DEMANDS**

## **FRANKLIN COUNTY JOB DESCRIPTION**

### **Telecommunications Engineer**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person in this position must be able to

- spend the following amount of time in an activity:
  - frequently: stand, walk, or sit for extended periods of time, talk or hear, use hands, fingers to handle or feel, operate equipment or tools, climb, pull, push or balance, stoop, kneel, crouch, or crawl, reach with hands and arms, and smell.
- to frequently carry or transport up to 10 pounds and occasionally up to 100 pounds.
- have peripheral vision, depth perception, the ability to adjust focus, and have close vision (1-20 inches) and distance vision (20 feet or more).

#### **QUALIFICATIONS**

##### **REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Telecommunications or related field.
- Five years of technical experience with two-way radio systems, microwave communication systems and public safety operations.
- One year of management responsibility and project management experience.

OR

- Any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the job.

##### **LICENSES, CERTIFICATES, AND OTHER QUALIFICATIONS**

- Employment at Franklin County is contingent upon the results of a background check and eligibility for coverage by the County's liability insurance carrier. Depending upon the position, background checks may include personal and professional references, social security verification, education and professional licensing verification, financial history, and criminal history.
- Valid driver's license if driving a vehicle for County business.

##### **OTHER DUTIES DISCLAIMER**

- The statements herein describe the principal functions of this job, level of knowledge and skills typically required, scope of responsibility, work requirements and working conditions, but are not all-inclusive. Individuals may perform other duties and Franklin County, Washington reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.