

251512/19/05

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**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: POLICE COMMUNICATIONS SYSTEMS ANALYST**

**DEFINITION**

Under general direction, to plan, organize and administer the Police Department communication activities including programs, contracts, system licensing and annual division budget; to administer radio, pager, cellular and wire-line telephone equipment programs; to do minor adjustments and repair to equipment; to act as the City of Riverside technical resource for radio communication; to perform the duties of the Bureau Commander in their absence; and to do related work as required.

**REPORTS TO:** Public Safety Communications Bureau Commander or higher level management

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Public Safety Communications Bureau Commander or higher level management. May exercise lead supervision over Public Safety Communications Supervisors and Communications contract employees working for the City of Riverside.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Participate in developing training programs on the use of all communications related equipment.
- Monitor communications systems infrastructure and control equipment to ensure proper operation.
- Prepare technical specifications and estimates for complex communications projects.
- Administer the City's Federal Communications Commission (FCC) radio licenses and represent the City at monthly FCC frequency coordination meetings.
- Monitor frequency use of all City radio channels.
- Maintain and operate specialized mobile Radio Frequency (RF) Direction Finding equipment.
- Administer radio system infrastructure performance tests for coverage requirements in proposed annexation areas.
- Represent the City in radio interoperability meetings.
- Manage all communications equipment installations.
- Complete technical and professional work in researching, developing, implementing and managing a variety of Communications programs.
- Review specifications on multiple types of communications systems equipment; recommend equipment for purchase and complete purchase requests for new equipment.
- Administer the inventory of all Police Department communications equipment.
- Maintain FCC required documents on all radio equipment servicing and performance testing.

- Administer parts inventory program for current communications equipment.
- Program portable and mobile radio equipment; administer the master radio identification database.
- Perform the duties of the Police Department Cellular Telephone Coordinator.
- Maintain the Radio Network Controller (RNC) and remote site radio repeaters for the City's Mobile Data System.
- Participate in budget preparation and administration.
- Prepare communications statistical reports as needed.
- Participate in a variety of complex studies, providing research, development and analysis relative to new communications programs and systems.
- Under direction of the Bureau Commander, prepare City Council Memorandums.
- Review Standard Operating Procedures for improvement.
- Assume duties and responsibilities of the Bureau Commander in their absence.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, methods, theory and techniques of basic electronics, complex communication systems and operation of related equipment.
- Computer Aided Dispatch (CAD), 911 telephone systems, cellular telephone systems and radio system infrastructures.
- FCC Rules, Regulations, and licensing procedures as they apply to radio and telephone communications.
- Supervisory practices and procedures.
- Management level processes.
- Leadership and motivation techniques.
- Tools and equipment for the diagnosis of problems, maintenance and repair of communications equipment.
- Research methods and statistical analysis.
- Law enforcement of other emergency response practices, procedures and terminology.
- Budget development and control.

### **Ability to:**

- Assure compliance with FCC Rules and Regulations.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Apply leadership skills.
- Read and interpret technical data sheets, circuit diagrams and communications equipment bid proposals.

- Express oneself clearly and concisely, both orally and in writing.

- Establish and maintain effective working relationships with fellow employees, public officials, other City Departments and law enforcement agencies and vendors.
- Operate, maintain and diagnose failures of radio and telephone equipment.
- Exercise independent judgement.
- Respond to emergency calls as required.

### **Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to an Associate Degree (60 semester units or 90 quarter units) from an accredited college or university in telecommunications, business administration or a closely related field. Education shall include completion of specialized training from an accredited college, university, technical school or U.S. Military class A school in telecommunications, radio communications, electronics or a closely related field.

Experience: At least three years experience in radio and telecommunications systems development, installation, configuration, diagnosis and minor repair including budget development and administration, and some supervisory experience in a Law Enforcement or related Public Safety communications field.

**MEDICAL CATEGORY:** Group 1

### **NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Possession of a Federal Communications Commission ARS Technical Class Radio License is highly desirable.

Possession of a California Law Enforcement Telecommunications System (CLETS) Certification.

Possession of a Law Enforcement Supervisory Course (80 hours) Certificate.

### **CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Police Communications Systems Analyst

**TO:**