



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0168
0169
0170

TELECOMMUNICATIONS ANALYST

Individuals assigned to positions in this series perform duties related to the administrative operation, design, and utilization of a telecommunications network based on the needs of users and developed within the legal and technical parameters related to telecommunications systems. Duties include the complete planning, design, and development of networked systems; designing, developing, and implementing a request for proposal (RFP) procedure to support a bidding process based on detailed bid specifications. Gathers and analyzes information to determine system needs and requirements; determines the feasibility of expanding or adding to existing resources; identifies, defines, and evaluates alternatives that meet stated needs; designs and implements network systems performance standards and review.

Individuals provide consultative services to users to determine needs for user training, product evaluation and testing, and/or to address specific user problems related to telecommunications services. Will provide evaluation of vendor products and services; assist in developing short and long-range plans for procuring and/or installation of services; and provide input to insure that quantity and quality standards are met in the provisioning of services.

Individuals will also be required to complete administrative reporting requirements; respond to written and verbal inquiries; maintain technical and administrative records; and provide coordination of services with other functions. Individuals perform various other administrative duties related to telecommunications services and commonly performed by individuals in positions at these levels.

The levels in this series are based on responsibilities assigned to the positions. The actual level is determined by analysis and evaluation of responsibilities as reflected in provided documentation. Only the elements that distinguish levels of increased complexity, accountability, and/or knowledge, skill, or ability requirements will be considered in assigning grade levels. No specific task or combination of tasks should be construed to mean any one of the specific levels.

MINIMUM QUALIFICATIONS FOR ENTRY TO SERIES:

Requires a bachelor's degree in telecommunications systems, computer science, or data systems design and three years experience in the evaluation and analyses of major portions of a large telecommunications system.

The employing agency, at its discretion, may substitute professional work experience for a formal education requirement. The amount and type of work experience that can be substituted will be defined by the employing agency at the time of recruitment.

TELECOMMUNICATIONS ANALYST I

0168

GRADE J

Responsibilities associated with this class consist of duties that may vary depending upon circumstances and require some modification of procedures, processes, or methods to accomplish duties involved. Decisions involve analysis of the circumstances to determine tasks involved and appropriate modification to procedures, processes, or methods to accomplish the tasks. Guidelines are available within the work area but require some interpretation and/or adaptation for application to specific cases or problems associated with assigned duties. Responsibility for managing the work of others is not required or may be limited in scope or duration. Duties will be planned and accomplished under general guidance and direction and require coordination, policy interpretation, and individual initiative to resolve problems or conflicts that may arise. A specific impact on decisions affecting organizational goals and objectives exists as responsibilities include duties that produce significant portions of decisions made in conjunction with others.

DESIRABLE LEVEL OF KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles, concepts, and methodology needed to perform and/or direct duties associated with administrative design and utilization of a small telecommunications network system. Requires knowledge, skill, and ability generally acquired and developed through formal education, extensive training, and/or relevant experience in work of an equivalent type and complexity. A moderately high degree of interpersonal skill is required to be able to communicate with and motivate others in the satisfactory performance of duties and responsibilities.

TELECOMMUNICATIONS ANALYST II

0169

GRADE L*

Responsibilities associated with this class consist of duties that will vary depending upon circumstances and require substantial analysis in selecting the appropriate procedures, processes, or methods for accomplishing the work. Decisions require the application of learned concepts and/or theories to accomplish a broad range of activities. Guidelines are available within the work area but require some interpretation and/or adaptation for application to specific cases or problems associated with assigned duties. Management responsibility includes directing the work of others involved in activities of the same or a similar nature and generally working toward a common goal. Duties will be planned and accomplished under general guidance and direction and require coordination, policy interpretation, and individual initiative to resolve problems or conflicts that may arise. Responsibilities include making final decisions affecting organizational goals and objectives and providing control of the outcome of those decisions.

DESIRABLE LEVEL OF KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles, concepts, and methodology needed to perform and/or direct duties associated with administrative design and utilization of a large telecommunications network system and directing the activities of other persons within the work function; providing administrative control of a major function in a large state agency. Requires knowledge, skill, and ability generally acquired and developed through formal education, extensive training, and/or relevant experience in work of an equivalent type and complexity. A high degree of interpersonal skill is required to be able to communicate with motivate, and/or change behavior of others in the satisfactory performance of duties and responsibilities.

TELECOMMUNICATIONS ANALYST III
GRADE M*

0170

Responsibilities associated with this class consist of duties that will vary depending upon circumstances and require substantial analysis in selection the appropriate procedures, processes, or methods for accomplishing the work. Decisions require the application of learned concepts and/or theories to accomplish a broad range of activities. Guidelines are available within the work area but require some interpretation and/or adaptation for application to specific cases or problems associated with assigned duties. Management responsibility includes directing the work of others involved in activities of the same or similar nature and generally working toward a common goal. Duties will be planned and accomplished under general guidance and direction and require coordination, policy interpretation, and individual initiative to resolve problems or conflicts that may arise. Responsibilities include making final decisions affecting organizational goals and objectives and providing control of the outcome of those decisions.

DESIRABLE LEVEL OF KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles, concepts, and methodology needed to perform and/or direct duties associated with administrative design and utilization of a large telecommunications network system; directing the activities of other persons within the work function; providing administrative control of a major function in a large state agency. Requires knowledge, skill, and ability generally acquired and developed through formal education, extensive training, and/or relevant experience in work of an equivalent type and complexity. A high degree of interpersonal skill is required to be able to communicate with, motivate, and/or change behavior of others in the satisfactory performance of duties and responsibilities.

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