

STATE OF NEBRASKA  
CLASS SPECIFICATION  
EST: 11/93 – REV: 6/08

CLASS CODE: M35101  
PAY RANGE: \$14.262-\$20.654  
SALARY GRADE: 209  
OVERTIME STATUS: N

### ETC COMMUNICATIONS TECHNICIAN

DESCRIPTION: Under general supervision, performs skilled work in the technical operation and maintenance of a communications operations involving satellite uplinks, video conferencing, or distance learning, including troubleshooting help desk calls; performs related work as required.

DISTINGUISHING CHARACTERISTICS: This is the first level in the ETC Communication Technician series. Incumbents perform journey level work in establishing and maintaining communications such as satellite, video conferencing or distance learning, creating operations logs, and providing technical support for video conferencing and satellite connections.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Coordinates with site users regarding scheduling, operation, and delivery of programs to ensure optimal use of equipment and facilities. Trains users on technical operation and production techniques of television, satellite and distance communications equipment.

Operates cameras, videotape recorders, satellite transmitters, software, monitors, and other broadcasting equipment, in conjunction with digital and/or analog satellite/fiber conferencing equipment.

Via Help Desk, troubleshoots system malfunctions such as connection, interaction, audio levels, video images, camera switching recording and system operation. Performs system compatibility tests. Coordinates and monitors systems to ensure all systems are on-line and fully functional.

Assist in NET call center with troubleshooting technical issues

Provides technical support at network send/receive locations such as installing and maintaining studio classroom production and other equipment related to transmission and reception of instructional programming.

Assists with the installation, maintenance, and repair of equipment to ensure efficient operation; participates in scheduled routine system checkouts.

Assists in network satellite and/or fiber operations by switching programs, observing audio and visual levels, monitoring program quality and recording programs for later playback.

Maintains daily program and maintenance logs and lists of programming and equipment discrepancies to verify scheduling, operation, delivery, and billing.

## M35101 – ETC COMMUNICATIONS TECHNICIAN

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: Federal Communications Commission and Educational Television Commission rules, policies, and procedures; broadcast electronics; measurement of video and audio performance, audio mixing, and echo suppression.

Ability to: analyze and diagnose television systems, video conferencing networks and satellite communications; perform necessary maintenance and test procedures; prioritize activities and work with minimal supervision.

Skill in: television production as related to multi-site distance learning, teleconferencing; and satellite communications; providing customer service for network users.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: basic computer literacy; basic electronic and television theory; television camera operation, video levels, video timing, and phasing.

Ability to: troubleshoot equipment malfunctions; learn new equipment operation; maintain accurate records; communicate effectively with agency personnel as well as with service users.

Skill in: the use of test equipment such as an oscilloscope, wave monitor, and vector scope; the use of electronics tools.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or work experience that will enable the incumbent to possess the required knowledge, skills and abilities. A general qualification guideline for positions in this class is a high school education and two years of television broadcast, cable television operations, or information technology experience. An Associate Degree in Electronics Technology, Information Technology, or a related field may substitute for one year of experience.