Equipment Planning Technician

Job Code	Job Title	Pay Grade
1614P3	Equipment Planning Technician I	30

CONCEPT:
Research, plan, design, coordinate, test, and monitor the installation, interface, and reconfiguration of voice systems, data communication networks, backbone networks, video networks, LANs, WANs, fiber optic systems, and premise distribution systems. Plans network modeling, analysis and planning. May be responsible to ensure 24/7 access to the network.

TASKS

- Analyze information to determine, recommend, and plan layout, including type of computers and peripheral equipment modifications.
- Design and implement network configurations, voice or data, architecture (including site locations and integration of technologies), and systems.
- Identify areas of operation that need upgraded equipment such as modems, security and encryption equipment, fiber optic cables, telephone systems and wiring.
- Analyze user needs and recommend appropriate hardware.
- Design and develop agency needs for voice communication, computer hardware, including fiber optic backbone and all supporting peripheral devices.
- Evaluate factors such as reporting formats required, cost constraints, and need for security restrictions to determine hardware and software configurations.
- Monitor functioning of equipment and make necessary modifications to ensure system operates in conformance with specifications.
- Store, retrieve, and manipulate data for analysis of system capabilities and requirements.
- Test and verify hardware, interfaces, and support peripherals to ensure specifications and requirements are met, analyzing and recording test data.
- Confers with vendors and equipment suppliers concerning the equipment requirements of the agency.
- Researches and develops planning documents for equipment acquisitions, installations, and upgrades.
- Reviews trends in agency use of data, video, and voice systems facilities and recommends expansions, reinforcements, reductions, discontinuation, upgrade or introduction of new or advance technology applications.

LEVELS OF WORK

Equipment Planning Technician I : This is full performance work which involves planning and evaluating assigned components of an existing network system and making recommendations for resources required to maintain or expand service levels. Provides assistance in network planning, engineering, architecture, and the development of technical standards and interface applications for data, video, and voice communications at the intercity, local loop, and office level. Provides resolution for network problems. Supervision or leadership responsibilities may be required at this level. Work is of a standardized nature that may involve a variety of duties. Analytical thought becomes more important at this level due to increased data and changing situations.

Minimum Qualifications: High School Diploma or equivalent and one year experience planning and evaluating assigned components of network systems. Education may be substituted for experience as determined relevant by the agency.

NECESSARY SPECIAL REQUIREMENTS

Some positions in this class series may require a security clearance at the time of appointment.

NC: 08/05
REV: 7/14
REV: 6/24