



K A N S A S

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MEMORANDUM

TO: Statewide HR Managers
FROM: Jack Rickerson
DATE: April 19, 2005
SUBJECT: Classification Issues

Thank you for your input on the new format for class specifications. Attached is a sample of the new format we will use. We have agreed that it will be more user-friendly because it includes all levels of a class series and streamlines content.

The OCCUPATIONAL CONCEPT section provides an overview of the work of employees in the occupation. The TASKS section is similar to the "Examples of Work" section in the current specifications but is not limited to a specific class level. The LEVELS OF WORK section will list and describe the individual class levels of the occupation and work performed by employees and, as necessary, include information currently listed within the "Classification Factors" section to distinguish the differences between levels of work. The NECESSARY SPECIAL REQUIREMENTS section is comparable with the current class specification format.

In responding to indicate their preference for a class specification format, KDOT indicated that we need to do more to distinguish between the levels of work within a class series. We agree with them. Clearly distinguishing between levels of work will not only help with classification decisions, but also help validate the need for different levels. We will ask the Classification Team to give this issue a great deal of attention.

As you will see, the new format will not include the information currently provided in the "Knowledge, Skills and Abilities" section. Instead, we have talked about creating a separate online listing of knowledge, skills and abilities (as they currently exist). We need to decide on, and will appreciate your opinion on, the value of maintaining this separate listing. Clearly, as classes are modified, combined and/or eliminated, the sets of required knowledge, skills and abilities would have to be changed if we want to maintain a viable listing.

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Our question to you -- Is the value of what we would get out of such a listing would be worth the effort; will we really be using such listings, or will each agency be making individual decisions about required knowledge, skills and abilities, and be recording those decisions differently? We will appreciate you giving this some thought and advising Liz Wong at (785) 296-6895 or elizabeth.wong@da.state.ks.us no later than May 1 of your thoughts.

The Classification Team will soon be meeting to convert current job classes into the new format. In addition to asking that team to help with that conversion, we will be asking them to help determine what job classes should be studied during FY 2006 and, among those that should be studied, which should be given priority for funding through FY 2007 budget action (similar to that given to the direct care series for FY 2006). We will need to make decisions on FY 2007 budget proposals no later than the end of August. It would be helpful, as we plan for study actions in FY 2006, to hear from you about job classes that should be studied, including those that not require state budget action (i.e., those with costs that can be managed within an agency's or agencies' current budget(s)).

If you are not a member of the Classification Team, and want to be, please contact Ken Otte at (785) 296-4383 or ken.otte@da.state.ks.us. You should also contact Ken with your opinion(s) on what job classes should be studied. Again, we would like to hear from you no later than May 1 about what we should do with required knowledge, skills and abilities. Thanks.

Attachment

Equipment Planning

<u>Job Code</u>	<u>Class Title</u>	<u>Pay Grade</u>	<u>DEFAULT CODES</u>	
			<u>Supervisory</u>	<u>FLSA</u>
	Equipment Planning Technician I	29	N	N
	Equipment Planning Technician II	31	N	N

OCCUPATIONAL 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 by the agency. Individual positions may require additional specific education and/or experience.

Equipment Planning Technician II: This is advanced or supervisory work which involves planning and evaluating new or existing large network systems involving remote hardware and communications facilities. Provides highly skilled technical assistance in network planning, engineering, and architecture for data, video and voice networks. Develops technical standards and interface applications, identifies and evaluates new products, and provides resolution for network problems. Interfaces with vendors to identify and purchase equipment that fits the requirements of the agency. May supervise the efforts of a staff engaged in system and network planning, analysis, maintenance and monitoring activities.

Minimum Qualifications: High School Diploma or equivalent and two years experience planning and evaluating assigned components of network systems. Education may be substituted for experience as determined by the agency. Individual positions may require additional specific education and/or experience

NECESSARY SPECIAL REQUIREMENTS

Some positions in this class series may require a Kansas Bureau of Investigation Level 1 Security clearance at the time of appointment.