



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
July 2021

This position is:

- Classified
Unclassified
Executive Service
Mgmt Svc – Supervisory
Mgmt Svc – Managerial
Mgmt Svc - Confidential

Agency: The Department of Administrative Services

Division: Enterprise Information Services

New Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Information Systems Spec. 5
b. Classification No: C1485
c. Effective Date:
d. Position No: 2300121
e. Working Title: Public Safety Communications Spec
f. Agency No: 10700
g. Section Title: Enterprise Shared Services
h. Budget Auth No:
i. Employee Name:
j. Repr. Code: OAS
k. Work Location (City – County): Salem
l. Supervisor Name: Oscar Parsons

m. Position: Permanent Seasonal Limited Duration Academic Year
Full-Time Part-Time Intermittent Job Share

n. FLSA: Exempt Non-Exempt
If Exempt: Executive Professional Administrative
o. Eligible for Overtime: Yes No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Agency

The Department of Administrative Services (DAS) is the central administrative agency that leads state government to implement the policy and budget decisions of the Governor and Oregon Legislature. Employing an enterprise-wide perspective, DAS serves state government by developing and upholding accountability standards to ensure productive and efficient use of state government's financial, human and information resources.

DAS provides a stable management infrastructure and essential business services including technology, financial, procurement, publishing/distribution, human resources and facility asset management. These services support and enable state and local government agencies to carry out their missions, benefiting all Oregonians.

Enterprise Information Services

Enterprise Information Services is a state government-wide information technology (IT) program led by an administrator who also serves as Oregon's Chief Information Officer (CIO). The CIO is a statutory position

appointed by the Governor. The division has 254 FTE and is funded by assessment and rates charged for the services provided, although no assessments are charged for Interoperability.

The EIS team is built on collaboration and support. We work together to ensure our customer agencies receive the highest quality of service. We take pride in our work and look for ways to innovate. EIS is committed to hiring highly-skilled, diverse and dedicated employees who will bring a unique skill set to the team.

Enterprise Shared Services

Shared Services is composed of six areas: Statewide Interoperability, E-government, Quality Assurance, Project Management Office, State Telecommunications Management, and Vendor Management. These program areas combine to provide Coordinated IT acquisition, Enterprise-level risk management, Development of a vendor management office (VMO) and increased focus and investment in enterprise programs. Overall, these areas are responsible for aligning enterprise programs and partnering through shared services.

The Oregon Statewide Interoperability Program works to implement various interoperable communications initiatives across all levels of government throughout the state. The program primarily focuses on public safety broadband, land mobile radio, 9-1-1/NG-911, and alerts and warning. The Program has most recently been tasked with standing up and operating the OR-Alert Program, a statewide emergency alerts and warnings system. Program work includes developing and implementing statewide policy and guidance around alerts, warnings, and notifications; implementing and maintaining OR Alerts technology; and coordinating efforts with various partners, including state and local government personnel across the state, federal counterparts and others.

- b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:**

Provide technical assistance to the Statewide Interoperability Coordinator (SWIC), who manages interoperability efforts across the state of Oregon. Provide expertise in both the technical and operational aspects of interoperability, involving complex public safety radio networks, NG-911, traditional voice wireless and wired networks as they related to statewide alerts and warnings. Serve as system administrator for the OR-Alert system and provide technical input on alerts and warnings strategies across the state. Analyzes, evaluates and reports on current and emerging technologies including broadband networks, land mobile radio, Next Generation 911, and Alerts and Warnings. Create and maintain a database inventory of all public safety communications assets, infrastructure and systems in use in the state; create and maintain GIS files of the same. Manage requests for use of wireless frequencies and channel plans for national interoperability frequencies;

Position will provide support, advice and consultation to Interoperability staff, agency personnel and workgroups and related to the technical aspects of plans and feasibility of operations. This includes providing technical support and expertise to the State Interoperability Executive Council on the State Communications Interoperability Plan, annually update two to three of the seven regional Tactical Interoperable Communications Plans and staff the SIEC Technical and Broadband Committees. Assist with implementation of a Training and Exercise program and certification of communications unit leaders and technicians for field operations and develop tools for public safety agencies. Maintain and manage the Oregon Tactical Interoperable Communications Field Operations Guide. Serve in Emergency Support Function #2 Communications emergency response role during statewide emergencies, deploy cache emergency communications equipment as required,

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function – for ADA purposes.

The following are general requirements for performance of the duties listed below: maintains regular and punctual attendance; contributes to a positive and productive work environment; establishes and maintains professional and collaborative working relationships with all contacts.

% of Time	N/R/NC	E/NE	DUTIES
15%	N	E	<p><u>Strategic Planning and Outreach - Critical</u></p> <p>Conducts strategic planning on annual basis and assists the SWIC to advise the State's regions, localities and tribal governments on tactical and strategic communications plans related to radio, network and wireline infrastructure and technology and identify substantiated performance gaps. Track gaps and help present to relevant governance boards for resolution.</p> <p>Stay current on new interoperability technologies and those in use within the state. Assess how technologies can affect current plans, long term plans and needs. Advises the SWIC and SIEC on technical developments in public safety communications technology that may affect operations or interoperability. Performs cost benefit analysis, evaluates technology adjustments and replacements and integration with current systems and provides recommendations to SWIC and SIEC.</p> <p>Assists other Program staff with planning and organizing the annual Oregon Public Safety Radio Conference, FirstNet outreach efforts in collaboration with FirstNet and partner AT&T, and other public safety communications events.</p> <p>Coordinates with the state radio project delivery team for oversight of Oregon State agency projects related to public safety communications in support of sustainable interoperable emergency communications</p> <p>Provides technical expertise review to public safety agencies making communications grant applications to the Oregon Office of Emergency Management or federal agencies; assures technical language is accurate and feasible.</p> <p>Assists with the technical planning and implementation of NG-911 network throughout Oregon. This includes identifying requirements, testing, debugging and integrating with other systems.</p>
15%	N	E	<p><u>SCIP Strategic Planning and Consulting - Critical</u></p> <p>Provide technical and analytical assistance to the SWIC's effort to manage, maintain and implement the Statewide Communications Interoperability Plan (SCIP); makes technical recommendations to ensure the SCIP is aligned with the National Emergency Communications Plan (NECP)</p> <p>Assists annually on updates to the SCIP and two or three of the seven Tactical Interoperability Communications Plans (TICP) for the six regions in Oregon; assists regions with implementation of the technical aspect of the plans after they are finalized and approved. Serves as technical SME for TICP plans. Communicate regularly with stakeholders to ensure transparency and share knowledge.</p> <p>Prepare regular updates on statewide interoperability and emergency communications efforts to the Department of Homeland Security</p>

10%	N	E	<p><u>Technical Representation</u></p> <p>Assists the SWIC as a backup point of contact for federal government and adjacent states regarding statewide interoperability technology.</p> <p>Along with the SWIC, represents Oregon and the SIEC at state, regional and national interoperability conferences, working groups and workshops. Examples include FEMA's Region X RECCWG (Regional Emergency Communications Coordination Working Group), National Council of SWICs, SAFECOM working groups, Public Safety Communications Research, ECD cybersecurity and jamming exercises. May participate on certain technical panels and discussions related to communications technology.</p> <p>Provides technical input on policies, policy changes, projects and Standard Operating Procedures for implementing, improving and governing interoperability and interoperability exercises.</p>
10%	N	E	<p><u>Administration</u></p> <p>Maintains technical documents, diagrams, plans, and procedures for the program.</p> <p>Completes necessary trip/meeting reports, forms, and other administrative reports as required.</p> <p>Assists with maintain the SIEC, OR-Alert, and Statewide Interoperability websites.</p>
15%	N	E	<p><u>Logistics, Technical and interoperability Initiatives</u></p> <p>Assists the SWIC to coordinate local public safety agencies to promote conformity to the SCIP and TICPs; marketing, education and outreach of the SCIP, TICP, SIEC policies and standard operating procedures</p> <p>Assist major radio systems including the state radio system with identifying and evaluating the technical feasibility of partnership and interoperability opportunities; may work to facilitate technical and operational aspects of written partnership agreements</p> <p>Communicate regularly with stakeholders to ensure transparency and share knowledge</p> <p>Set priorities among competing demands</p> <p>Assist the SWIC in supervising consultants in matters relating to interoperability technical matters.</p> <p>Maintain and analyze statewide data in software systems for public safety such as the Homeland Security Information Network (HISN)</p> <p>Maintaining and analyze GIS and mapping systems including the federal Communications Assets Survey and Mapping tool (CASM)</p>
15%	N	E	<p><u>Communications Unit and IFOG Support</u></p> <p>Under general supervision of the SWIC, will continue implementation of the Communications Unit Program in Oregon. Identify accredited Communications Unit Leaders and Communications Technicians; plan annual field exercises so accreditations remain current; develop database of all COMU personnel and their progress towards accreditation; notify COMLs and COMTs of needed courses to remain accredited; develop COMU training curriculum; develop in-state instructor pool; oversee progress and task book activities; integrate the COMU into the State and local Incident Management Teams.</p> <p>Develop and maintain a process to web/mobile enable Interoperability Field Guides (IFOG), track credentialing of COMU, COMT and COML programs for use in Oregon. Develop a secure web-based IFOG to enable local agencies to verify and update their information; manage security and credentialing for access to the</p>

			<p>online IFOG; manage the placement of the IFOG in Apple, Android and other app stores; develop methods for web updates to push automatic updates to users who have downloaded the app.</p> <p>Identify and update databases for Strategic Technology Reserves. Ensure communications assets are exercised, personnel trained and that the assets are in a state of readiness and deployable; Manage the process of listing communications resources into the Homeland Security Information Network (HISN) and Communications Assets Survey & Mapping (CASM) programs</p> <p>Integrate realistic communications and technical scenarios into communications and larger emergency management exercises. May serve as communications technical subject matter expert/evaluator for these events.</p> <p>Serve as technical SME, evaluator, and/or controller during COMU courses and exercises.</p> <p>May serve as a COMU instructor once certified.</p>
15%	N	E	<p><u>Other Interoperability Initiatives</u></p> <p>Under general supervision of the SWIC, will develop communication technology testing and verification program.</p> <p>Under the general supervision of the SWIC, will serve as administrator of the OR-Alert Statewide Emergency Alerts and Warnings System. This includes coordinating with the vendor, and potentially managing data sets, users, call throttling, and other setting within the Everbridge system.</p> <p>With oversight from the SWIC and SIEC, coordinate annual Technical Assistance Requests to CISA ECD. As part of this duty, shall become familiar with the extensive catalogue of technical assistance available through the Interoperable Communications Technical Assistance Program (ICTAP) and shall work with ICTAP personnel to deliver ICTAP offerings to stakeholders throughout Oregon. Past examples of ICTAP requests are Winter Storm After Action reports, Radio Frequency Engineering studies, cybersecurity best practices, TICP/FOG development, SCIP updates, and others.</p>
5%	N	E	<p><u>Emergency Response Support</u></p> <p>Under the direction of the SWIC, serve in Emergency Support Function #2 Communications emergency response role during statewide emergencies. May serve as on-call ESF-2 lead. During an activation, coordinates technical aspects of support with communications vendors, PUC partners, regulatory agencies (FCC), radio system managers and COMU personnel.</p> <p>Deploy cache emergency communications equipment as required</p>

100%

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Working in a team-oriented environment requires participative decision making and cooperative interactions among staff and management. Team participation requires being prepared for all meetings, bringing issues and solutions for all the team to resolve, obtaining agreement through consensus when appropriate, giving and receiving feedback, committing to support and helping other team members, sharing in the leadership of the team and agreeing to buy-in and actively support decisions made by functional or problem-solving teams as required.

Occasional in state and out of state travel, and after-hours/weekend work will be required. Regular and consistent attendance is an essential function for this and all positions within this unit.

WORKING CONDITIONS: Office environment	FREQUENCY:
Normal office or home office environment. Work at computer terminal.	Daily
Active oral and written communications with team members, customers, other agencies.	Daily
Work environment includes managing tasks with conflicting requirements and tight deadlines.	Daily
Sometimes required to work late, holidays/weekends, and/or be on call.	Weekly
Deploy to areas impacted by natural and man-made disasters and incidents, typically to Incident Command Posts or Incident Communications Center.	As needed.
Operate a state vehicle	Weekly
Carry a cell phone and laptop or tablet	Daily

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Oregon Revised Statutes 403.445-403.465; National Emergency Communications Plan; State Communications Interoperability Plan; federal and SAFECOM grant requirements; OEM grant requirements; federal rules for use of federal database assets such as HISN and CASM; qualifications of Communications Unit Leaders (COMLs), Communications Technicians (COMTs) and related positions in the ICS structure administered by FEMA; State Interoperability Executive Council charter, bylaws and standard operating procedures; Region 35 700MHz and 800MHz plans approved by the FCC; Department of Administrative Services (DAS) and Enterprise Information Services policies.

b. How are these guidelines used?

They provide general guidance, policy directions, and framework to the incumbent who must interpret and apply them as necessary for each application. Position may recommend revisions to the above policies and guidelines with justification. Guidelines are used to provide general and specific guidance for the administration and development of rules and policies, establish the basis and criteria for required standards, and to provide interpretation of laws and regulations.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
SIEC members	Phone, In person Electronically, written	Implement programs and policies of the SIEC and its committees; Develop	Daily

		business processes, share information; prepare for SIEC quarterly meetings.	
Oregon Emergency Management	Phone, In person Electronically, written	Coordination and scheduling of grants, funding, training and exercises.	Monthly
Department of Transportation and Other Governmental Agencies	Phone, In person Electronically, written	Identify and implement partnerships and interoperability projects. Plan, support, and coordinate joint ventures.	Daily
Vendors, Equipment Suppliers, Salesmen	Phone, In person Electronically, written	Technical information on equipment, networks and systems. Identify interoperability issues. Coordinate Projects, updates on new and current technology. Seek sponsors for RADIO conference.	Daily
DHS ECD, FEMA, FirstNet and other Federal Government Personnel	Phone, In person Electronically, written	Regular communication on planning and implementation of national and state interoperability plans and initiatives. Coordinate Projects	Weekly
Local first responders & Emergency Managers	Phone, In person Electronically, written	Implement interoperability programs, projects and initiatives. Document and assess details of communications systems	Daily
Communications personnel in adjacent states	Phone, In person Electronically, written	Coordinate frequencies, equipment caches and mutual aid opportunities across state borders; coordinate and attend regional meetings and exercises.	Monthly

SECTION 7. POSITION RELATED DECISION MAKING

a) Describe the typical decisions of this position. Explain the direct effect of these decisions.

Some decisions at this level may be far-reaching and complex, though they will be reviewed by the SIEC and the SWIC at a minimum, and often DHS ECD as well. There are hundreds of public safety radio systems in Oregon with an estimated replacement value of over \$1 billion. The development and implementation of interoperable projects, policies and procedures can affect investments in these systems. The incumbent will be making decisions and recommendations based on independent analysis. Because of the technical complexity of the subject, only general supervision can be given to this position. Most major recommendations are independent but will be reviewed by a combination of the SWIC, SIEC and DHS ECD. Project-level scope and timeline decisions will likely not be reviewed by the SWIC

- Makes independent decisions on the scope and timelines of several projects supported by ECD and/or the SIEC.
- Edit and update the SIEC website with relevant technical information in conformance with SIEC general direction and DAS policies
- Prepare for SIEC meetings in conformance with Oregon Public Meetings and Records laws.
- Independently analyze various technologies and recommend public safety communications investments to the SWIC and SIEC for inclusion in the Governor's budget.
- Analyze and recommend policies and procedures related to operability and interoperability of land mobile radio, public safety broadband, FirstNet, Next Generation 911, and Alerts and Warnings affecting many agencies.
- Time and personal resource allocation for assigned projects and stakeholders.
- Schedule resources necessary for assigned projects and activities.
- Consult with state and local agencies as requested for design, procurement, implementation and integration of complex communications systems.

- Develop state COMU training program.
- Develop web-based TICFOG along with its ICAM and app store policies and procedures.

b) Explain the direct effect of these decisions.

The effects of these decisions result in improved, measurable operability and interoperability state-wide. The effects of not making these decisions could result in untested equipment and personnel in the field, incompatible or non-interoperable systems, which could have life safety or property damage consequences for the general public and public safety employees.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position No.	How	How Often	Purpose of Review
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

PEM-F		Feedback from others who interact with the incumbent.	Weekly, Monthly. Interim reviews may be conducted when projects are large or extend over long periods of time to ensure that projects will be completed on time and within resource limitations.	To ensure quality, quantity of work timelines, adherence to strategic direction and customer needs
ISS-8 (SWIC)		Physical review of work, conference calls, staff meeting updates, customer input and personal meetings. Feedback from others who interact with the incumbent.	Daily, Weekly, Monthly. Interim reviews may be conducted when projects are large or extend over long periods of time to ensure that projects will be completed on time and within resource limitations.	To ensure quality, quantity of work timelines, adherence to strategic direction and customer needs

SECTION 9. OVERSIGHT FUNCTIONS FOR MANAGEMENT SERVICE SUPERVISORY (MMS) POSITIONS ONLY

NOT APPLICABLE FOR THIS SERVICE TYPE

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner and comply with all policies and procedures. Working in a team-oriented environment requires participative decision making and cooperative interactions among staff, management and stakeholders. Provide support of Affirmative action and the department's diversity strategies and goals.

- General understanding of the components and life cycle of major elements of a public safety communications ecosystem
- Understanding of operability and interoperability of public safety communications systems
- Knowledge of developing and reviewing public safety mission critical communications systems
- Knowledge of computing technology, networks, radio, public safety data and broadband, E-911/NG-911, alerts and warnings, wireless network communications
- Experience working in a team environment
- Experience presenting projects and solutions for technical and operational communications issues to a non-technical audience.
- Knowledge of the principles, practice, concepts, methods, techniques, operational requirements, standards, tools, materials and equipment used in the development, design, operation, and maintenance of voice and data communication systems.
- Proficient in Microsoft Office suite, databases and web site management.
- Working knowledge of the federal, state and local rules, regulations and guidelines pertaining to the operability and interoperability of public safety voice and data communications systems.
- Experience in the Incident Command System and the National Incident Management System (NIMS)

SPECIAL REQUIREMENTS: Mandatory recruiting requirements for this position:

Require valid Oregon Driver's License.

ICS 100, 200, 700, and 800.

Public safety/emergency communications experience

DESIRED ATTRIBUTES:

Advanced public speaking skills. Ability to give effective presentations in front of large audiences, agency executives and staff.

Experience as a COML/COMT.

Completion of ICS 300 and ICS 400

Experience in alerts and warnings, public safety radio, public safety broadband, and/or 911.

Experience utilizing/administering GIS Applications to include ESRI products (construction and deployment of shape files)

Experience developing and implementing strategic plans

Experience with the Communications Asset Survey and Mapping (CASM) Tool

Experience utilizing the Everbridge Mass Notification Platform

Experience in maintaining websites

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area <i>(Personal Services; Services & Supplies; Capital Outlay)</i>	Biennial Amount (\$00000.00)	Fund Type <i>(General; Other; Federal; Lottery)</i>
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart.

Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, and employee name and position number.

SECTION 12. SIGNATURES

Employee Signature Date

Supervisor Signature Date

Appointing Authority Signature Date

Printed Name of Appointing Authority