

# HILLSBOROUGH COUNTY **SHERIFF'S OFFICE**

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Tampa, FL



[joinhcsso.com](http://joinhcsso.com)

**Job Title:** Telecommunications Analyst  
**Job Code:** W0604  
**Pay Grade:** WS  
**Exempt:** No  
**Probation:** Twelve-month initial probationary period

## **Job Overview**

Perform duties designing, developing, analyzing, installing, and maintaining complex telecommunications systems and peripheral equipment to maintain network connectivity in support of business operations of the unit to which assigned.

## **Job Duties and Responsibilities**

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Plan, design, coordinate, test, inspect, and manage or oversee the installation and maintenance of telecommunications structured cabling systems as part of information technology systems and operations that best support the mission and goals of the organization to include developing specifications and assisting in the selection of telecommunication systems.
- Develop cost estimates, budgetary quotes, and conduct site surveys for clients for inclusion in the budget process.
- Conduct studies regarding telecommunication systems usage and recommend changes as appropriate.
- Use software such as Computer Aided Design (CAD) and Microsoft Visio software to produce cabling drawings based on or supplementing as-built drawings; create or edit floor plans in CAD or Visio for layout of cabling and infrastructure to conform to client requirements.
- Troubleshoot and resolve connectivity problems relating to cabling infrastructure and telecommunications hardware; uses telecommunication diagnostic equipment and tools to determine source of failure.
- Provide guidance and oversight of work to lower level employees as required; review architectural or construction drawings of county facilities for telecommunications related requirements.
- Perform other related duties as required.

## **Knowledge, Skills, and Abilities**

- Knowledge of telecommunications systems, network interconnectivity, and the interrelationship of these systems with other computer equipment used by the organization to which assigned.
- Knowledge of building construction activities as they relate to the installation of structured cabling systems such as electrical rough-in, ceiling grid, and drywall completion generally starting at the 50% construction completion point on forward including final acceptance.



- Knowledge of Project Management principles and techniques as it relates to project milestones, critical path, and infrastructure cost and schedule information.
- Working knowledge of the budget and procurement processes of the organization to which assigned.
- Knowledge of referencing organizational standards including but not limited to TIA/EIA, Telecommunications Industry Association, National Fire Protection Association (NFPA) National Electric Code (NEC), American National Standards Institute (ANSI), OSHA, HIPAA Security Standard, FCC, ISO Security Standards, NFPA, and NESC.
- Knowledge of standard telecommunication diagnostic and troubleshooting tools including but not limited to Fiber Optic and Network Analyzer test equipment.
- Ability to plan, organize, and supervise or oversee the work of others.
- Ability to prepare and maintain records and reports.
- Ability to communicate technological matters effectively, both orally and in writing.
- Ability to safely operate a motor vehicle.

### **Minimum Qualification(s)**

Note: Applicants must meet the following requirement(s) to be considered minimally qualified for the job.

Graduation from high school or possession of a GED Certificate; and

Four years of experience troubleshooting and repairing various components such as structured cabling systems (fiber optic and Ethernet) for local area networks, wireless/mobile telecommunications equipment, telephone keys systems, VOIP systems, fire/burglar alarm panels, and fuel monitoring systems.

OR

Any equivalent combination of education, training, and experience that would reasonably be expected to provide the job related competencies noted.

### **Additional Requirements**

- Possession of a valid Florida driver's license at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months.
- No illegal drug use after 30 years of age.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- Prior military personnel must not have a dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a criminal background investigation or update including polygraph, reference/employment/neighborhood checks, and medical evaluation.