

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

ELECTRONIC TECHNICIAN - AGENCY  
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose Of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future technical positions that maintain and repair electronic equipment for state agencies and the University of Wisconsin. This classification specification is not intended to identify every duty which may be assigned to positions but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The positions in this classification series are technical positions responsible for installing, maintaining, troubleshooting, calibrating, fabricating, and repairing electronic equipment used by state agencies and the University of Wisconsin.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that are for the majority of time (more than 50%) engaged in working with highly complex specialized electronic systems at the University of Wisconsin and are more appropriately classified as Electronic Technician - Specialized.
2. Positions that are for the majority of time (more than 50%) engaged in working with complex security electronic equipment at institutions and are more appropriately classified as Electronic Technician - Security.

3. Positions that are for the majority of time (more than 50%) engaged in working with complex electronic equipment used for research and classroom demonstrations and are more appropriately classified as Electronic Technician - Research.
4. Positions that are for the majority of time (more than 50%) engaged in working with media transmission electronic equipment used for broadcast or distance learning and are more appropriately classified as Electronic Technician – Media.
5. Positions that are for the majority of time (more than 50%) engaged in working with the design, implementation, coordination, installation, and/or oversight of a wide variety of activities for complex network cable wiring systems for voice, data, and video and are more appropriately classified as Network Cable Technician.
6. Positions which meet the statutory definition of management or supervisor as defined in s. 111.81(13) and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
7. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification series by competitive examination. Progression for entry level positions that have an objective level for specifically identified allocations to Electronic Technician – Agency Senior will occur through reclassification as the employee satisfactorily attains the specified training, education, and experience and performs the full scope of duties identified at the Electronic Technician – Agency Senior level.

## II. DEFINITIONS

### ELECTRONIC TECHNICIAN - AGENCY

This is **entry** level work, under close progressing to limited supervision, for positions performing the full range of complex general electronic technician work as described at the Electronic Technician Agency Senior level.

This is the **objective** level for positions responsible for the 1) installation and maintenance of complex wireless communication and emergency warning equipment or data and voice wiring systems. Job duties for the communication and emergency warning equipment include installing electrical wiring, cables, modules, fuses, sirens, mobile data computer docking stations, radio consoles, switch panels, two-way antennas, two-way radios, radio frequency modems, and roof lights; testing and repairing public safety equipment; and maintaining records associated with the installation program; 2) positions responsible for the data and voice wiring systems perform job duties which include installing and maintaining data and voice wiring systems, classroom computer and multi-media stations, room audio/video control systems, fiber optic video systems, telephone systems, distance education multi-media and communication equipment, wiring for card systems, and maintaining and repairing wiring systems and electronic support equipment; and, 3) positions that do not perform the full scope of work found at the Electronic Technician Agency Senior level, but may perform portions of the work, such as primary responsibility for the repair of equipment. Work is performed under general supervision.

**Represented Positions:**

Department of Transportation, Division of State Patrol: Positions are responsible for the installation of complex wireless communication and emergency warning equipment in public safety vehicles including cars, trucks, and sport utility vehicles; basic maintenance of the electronic equipment; and record keeping duties associated with the installation program.

University of Wisconsin, LaCrosse: Positions are responsible for the installation, maintenance, and repair of data and voice wiring systems in the residence halls.

**ELECTRONIC TECHNICIAN - AGENCY SENIOR**

Positions in this classification work on complex electronic systems for agencies. The electronic equipment can range from building maintenance systems, data collection systems, and traffic control systems. Positions are responsible for installing, maintaining, troubleshooting, writing programs, calibrating, fabricating, and repairing electronic equipment to the component level; interfacing software and instrumentation equipment with electronic equipment; maintaining records and schematics of electronic component parts; and ordering parts. Positions at this level may act as a lead worker for entry level positions.

**Representative Positions:**

Department of Administration, Division of Buildings and Police Services, Bureau of Building Management, Central Madison: Positions are responsible for the technical and engineering work in design, construction, implementation, maintenance, repair, and operation of complex electronic equipment. Job duties include planning, designing, engineering, constructing, installing, and programming electronic control systems; providing users with estimates; researching electronic controls; developing efficient and effective maintenance plan; and maintaining reports. Or, the position is responsible for the design, planning, construction, management, and operation of a complex security program; providing technical support for the installation and maintenance of electronic access systems and associated components, fire safety systems, emergency communications systems, life safety equipment, video and audio equipment, alarm annunciation equipment, and other security related equipment; planning and designing work; providing users with technical information and cost estimates; developing maintenance plan; developing reports; and maintaining records.

Department of Health and Family Services, Division of Care and Treatment Facilities, Mendota Mental Health Institute: Positions are responsible for the installation, maintenance, calibration, troubleshooting, and repair of electronic based equipment and control systems and instruction of staff regarding the safe, correct, efficient operation and maintenance of electronic boiler control system components.

Department of Justice, Division of Criminal Investigation: The position is responsible for designing, modifying, repairing, constructing, and recommending purchase or use of a wide variety of communications and electronic surveillance equipment used by the Department; providing technical assistance and training to the Special Agents in the use of equipment; participating in surveillance, collection, and preservation of evidence of crimes; and appearing as a witness in court.

Department of Military Affairs, Air National Guard, Truax Field: The position is responsible for the design, layout, installation, maintenance, and repair of various complex electronic controls. Job duties include designing and drawing wiring and schematic plans for controls for alarm systems, door and remote gate operators, HVAC equipment, and x-ray safety interlocks.

Department of Natural Resources, Division of Air and Waste, Bureau of Air Management, Monitoring Section: Positions are responsible for the plan, design, construction, installation, modification, maintenance, and repair of complex electronic air monitoring equipment and monitoring site desk-top PC/Logger data acquisition equipment throughout the state to insure that instrumentation operated functions with a minimum down time; ensuring that the system for telemetric central collection of air and meteorological data from remote monitoring stations though out network perform properly; and providing technical expertise in support of ozone monitoring.

Department of Transportation, Division of Transportation System Development, Bureau of Highway Operations, State Traffic Operations: The positions perform technical work involving advanced maintenance, repair, installation, calibration, and modification for the Intelligent Transportation System (ITS). The equipment includes traffic detection equipment such as inductive loop detectors, video and microwave detection, portable and permanent variable message signs, closed circuit television, ramp meter controller processors, underground conduits and cabling, and data communication equipment including microwave and spread spectrum radio and fiber optical cable, splices, and video receivers and data transceivers. Job duties include repairing computer based traffic surveillance equipment in the field and operations center and implementing complex technical systems requiring software and hardware knowledge. Positions may also coordinate contracts for freeway safety patrol.

Department of Transportation, Division of Transportation System Development, Bureau of Highway Operations, Systems Operations and Electrical Engineering: Positions are responsible for the advanced maintenance, repair, calibration, installation and modification of electronic traffic control and data acquisition equipment, repairing traffic signal control equipment and preparing newly purchased traffic control equipment for field operation. Job duties include designing, constructing, testing, and preparing schematic diagrams and technical documentation of traffic control test equipment.

Department of Transportation, Division of Transportation Investment Management, Bureau of State Highway Programs, Data Management Section: Positions are responsible for the design, construction, and maintenance of complex electronic traffic data collection systems, coverage count traffic data recorder system, automatic traffic recorder system, and the weigh in motion recorder system, networked back to a central data collection and processing site. Job duties include completing technical diagnostics, repair, maintenance and calibration of micro processors; reviewing and evaluating specifications for new test instruments and data collection equipment; reviewing and evaluating specifications; developing, designing and constructing engineering software and instrumentation with procedures; performing shop administrative, technical, and scientific support duties; and developing system upgrades.

Department of Transportation, Division of State Patrol, Bureau of Transportation Safety, Chemical Testing Section: The position is responsible for the maintenance, repair, service checkout and calibration of complex electronic breath testing equipment; developing and constructing instrumentation and software for use in the breath alcohol testing program; and providing technical, electronic and scientific support by evaluating testing of new equipment, providing technical testimony in court cases, speaking at seminars, responding to inquiries regarding the effects of various drug and chemicals on the breath testing instruments, developing and conducting service training programs, and completing a variety of laboratory experiments to refute claims of defense experts in court; assisting in the planning and development of training programs and presenting training; and advising and assisting program director on issues relating to complex electronics.

University of Wisconsin: Positions are responsible for a full range of electronic duties, as described at the Electronic Technician Agency Senior level, for a variety of complex equipment such as computerized energy monitoring systems, variable frequency drive HVAC systems, refrigeration systems, electronic boiler controls, greenhouse environmental control systems, elevators, testing equipment, electronic smoke

detectors and fire alarms, microprocessor controlled equipment, and air monitor units equipment. A limited amount of time may also be spent on master clock systems, audio visual equipment, photocopies and dupli-copiers, microscopes, paging systems, coin operator units, or lab equipment.

### **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

### **IV. ADMINISTRATIVE INFORMATION**

This classification specification was created effective May 18, 2003 and announced in Bulletin MRS/SC-156 as a result of the Electronic Technician survey to represent positions responsible for the general electronics function in agencies. This classification was modified effective August 5, 2007 and announced in bulletin OSER-0166-MRS/SC to reflect organizational changes at the Department of Transportation.

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