



Title: Video Communications Systems Analyst

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to plan, install, and manage video surveillance and communications systems and associated network servers and assets. This is accomplished by working with other departments by assessing needs, requirements, and available resources, managing installation projects, assessing effectiveness of current resources, managing video recording servers and equipment, and training video system operators. Other duties include managing and maintaining the fare vending machine network, data servers, central train tracking system, surveillance cameras, and network communications equipment.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	M	Maintains and operates video security and communications systems by maintaining, repairing, and upgrading systems, administering audio recording systems, servers, and recording devices, implementing configuration management of hardware and software, evaluating surveillance, monitoring systems for safety, cost, effectiveness, efficiency, and reliability, analyzing, troubleshooting and resolving problems with assigned systems, and providing analytical and technical support in the design, construction, installation, operation, maintenance, and repair of large, complex, and geographically diverse security and communication equipment.	80%
2	S	Serves as a project lead on various security and communication related procurements, installation, and construction projects, preparing proposal and bid documents for purchase of communications and security related equipment or services, coordinating the work of contracted employees, and maintaining effective liaison with suppliers, contractors and departments.	15%
3	S	Manages information and administrative tasks by serving as a liaison to internal and external requests for information, preparing and presenting progress and status reports, and maintaining knowledge currency with industry technology advancements.	5%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Computer Science, Computer Engineering, Management Information Systems or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of three (3) years of experience in network engineering/operations and maintenance, video surveillance systems, and/or wireless networking.
Supervision	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has no fiscal responsibility.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is



<p>obtained in high school up to college. However, it may be obtained from experience and self-study.</p>
<p>Certification & Other Requirements</p>

KNOWLEDGE
<ul style="list-style-type: none"> • Internet Protocols, Pan-Tilt-Zoom (PTZ) robotic camera systems, digital and analog cameras. • Digital video recording systems. • Network configuration for IP based cameras and digital recorders. • Video surveillance operating procedures. • Laws and ordinances related to storage, recording, and copying of video. • Rules of evidence and chain of custody protocol. • Internet/intranet protocols. • Linux and windows server operating systems • Tools, equipment, practices, and methods of installing video camera's, digital video recorders, network switches, and various communications equipment. • Analog digital video camera and digital video recorder operations, including mechanical and electrical characteristics. • Networking equipment and technologies, routing methods, switches, and routers. • Principles of electronics, video, and telecommunications systems and circuits. • Computer software methodology and data analysis. • Techniques and procedures of software and network support for multiple users. • Installation, configuration, and troubleshooting processes for operating systems and networks. • Networking and accessory equipment support for multiple users.

SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation and database software. • Specialized software related to functional area.

ABILITIES
<ul style="list-style-type: none"> • Learn new camera and software systems. • Read, analyze, and interpret general business publications and professional journals, technical publications, and government regulations. • Write reports, business correspondence, and procedure manuals. • Present information and respond to questions from groups of managers, customers, and the general public. • Learn District policies, procedures, and practices. • Interpret technical documents, blueprints, schematic drawings, operations and



maintenance manuals and procedures.

- Assess, troubleshoot, and repair communications equipment and systems down to the component level and software line of code level.
- Prepare, evaluate and manage complex, technical bid and proposal documents for communication related goods or services.
- Communicate clearly and effectively, both orally and in writing with internal and external contacts.
- Solve complex software and hardware technical problems in a logical manner
- Work independently
- Install, troubleshoot, maintain network and surveillance equipment
- Conduct research (via phone or internet) to obtain undocumented solutions(s) for difficult hardware/software problems.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Observing worksite; observing work duties; communicating with co-workers
Sitting	F	Desk work; meetings; driving
Walking	F	To other departments/offices; around work site
Lifting	F	Supplies; equipment; files
Carrying	F	Supplies; equipment; files
Pushing/Pulling	O	Equipment
Reaching	O	For supplies
Handling	O	Paperwork
Fine Dexterity	C	Computer keyboard; telephone keypad; calculator
Kneeling	O	Retrieving items from lower shelves/ground
Crouching	O	Retrieving items from lower shelves/ground
Crawling	R	Under equipment
Bending	O	Retrieving items from lower shelves/ground; making repairs
Twisting	F	From computer to telephone; getting inside vehicle
Climbing	F	Stairs; ladders; step stools; onto equipment
Balancing	F	On ladders; on equipment; on step stools
Vision	C	Reading; computer screen; driving; observing work site
Hearing	C	Communicating via telephone/radio; to coworkers/public
Talking	C	Communicating via telephone/radio; to co-workers/public
Foot Controls	F	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computer repair tools, canned air, vacuums, liquid cleaners/solvents, car, truck, cell phone, pager, telephone, copier, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	N
Electrical Hazards	R
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	S
Physical Hazards	R

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Hard Hat

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.