

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
Highway Patrol Radio Operator

SERIES NO.:
5251

MAJOR AGENCIES:
Public Safety – State Highway Patrol Only

EFFECTIVE DATE:
07/01/2004

SERIES PURPOSE:

The purpose of the highway patrol radio operator occupation is to operate two-way base radio & related communication equipment to receive & transmit messages for users.

CLASS TITLE:

Highway Patrol Radio
Operator

CLASS NUMBER:

52511

PAY RANGE:

07

EFFECTIVE DATE:

07/01/2004

CLASS CONCEPT:

The full performance level class works under general direction & requires considerable knowledge of department & Federal Communications Commission (i.e., FCC) rules & regulations governing communication equipment operation in order to operate two-way base radio & related equipment to receive & transmit messages for users & maintain logs/documentation regarding calls transmitted & received in accordance with rules & regulations of FCC.

CLASS TITLE: Highway Patrol Radio Operator	CLASS NUMBER: 52511	BARGAINING UNIT: 01
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EFFECTIVE DATE:
07/01/2004

PAY RANGE:
07

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Operates radio &/or related equipment (e.g., teletype, telephone, Law Enforcement Automated Data System [i.e. LEADS]), to receive & transmit messages to & from appropriate section, personnel or party.

Provides security-support to State Highway Patrol Troopers in order to maintain security of buildings, garages & grounds of assigned protected locations on assigned shift (e.g., Statehouse; Rhodes Tower; Vern Riffe Center; Alum Creek Center; Public Safety General Head Quarters), provides security assistance to troopers on grounds (e.g., monitors intrusions/criminal behavior/suspicious persons on surveillance equipment, fire alarm systems, elevator alarms &/or security cameras; monitors behavior of persons on security camera systems; dispatches troopers to alarms/incidents/criminal behavior, suspicious persons; responds to questions regarding entrance to Statehouse on intercom system; grants access to Statehouse; makes ID Badges for Statehouse access; checks UPS deliveries; buzzes open security doors; logs visitors in & out; answers security related telephones/incoming calls from building tenants; coordinates ID Badge System & card swipe system; designates security access levels; enters employee into security system); monitors security cameras & alarm systems for incidents, intrusions, criminal behavior & suspicious persons (i.e. Prowatch Card-Swipe computer); greets visitors & provides assistance to employees &/or public, (e.g. answers questions via phone or in person, creates &/or issues ID badges).

Prepares, maintains & oversees preparation & maintenance of logs regarding items & calls transmitted & received & other work related documentation of daily events (e.g., weather & road reports, equipment down reports, arrest cards, correspondence regarding Federal Communications Commission rules & regulations).

Performs various miscellaneous tasks (e.g., checks locks on gates & doors after business hours; routes mail, cleans work area; monitors keys).

MAJOR WORKER CHARACTERISTICS:

Knowledge of department & Federal Communications Commission rules & regulations governing communication equipment operation*, Ohio Department of Public Safety policies & procedures*, security procedures for assigned location* (e.g., security cameras, alarm systems, emergency equipment), office practices & procedures*. Skill in operation of office equipment, typewriter, personal computer or computer terminal (e.g. Prowatch*, Computer Aided Dispatch*), communication equipment (e.g. radio, teletype, law enforcement automated data systems*; OMNIXX Force* System, DYNACOMM System, National Crime Information Center, Computerized Criminal History systems), large surveillance camera monitors, (i.e., 92 Surveillance Camera System). Ability to understand system of procedures, carry out simple instructions; recognize unusual or threatening conditions & take appropriate action; deal with problems involving several variables in familiar context; apply principles to solve practical, everyday problems; interpret variety of instructions in written, oral, picture or schedule form; carry out, interpret (technical/professional operations), & enforce existing policies & methods, understand technical manuals & verbal instructions; code items according to established methods, maintain accurate records; prepare accurate reports; gather collate & classify information about data, people or things; deal with problems involving few variables within familiar context; monitor security cameras for long periods of time.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

3 mos. trg. or 3 mos.exp. in operation of personal computer or computer terminal, typing, keyboard operations, data entry or word processing; 3 mos. trg. or 3 mos. exp. in customer service that included techniques for dealing with people who are angry/disagreeable.

NOTE: Selected applicant must successfully pass department background investigation prior to employment.

-Or equivalent of Minimum Class Qualification For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must obtain LEADS CCH Certification & CAD Training Certification for continued employment.

UNUSUAL WORKING CONDITIONS:

May work rotating shifts; may be on 24 hr. call; may work in confined space.