

Electronics

Job Classification

Electronics I

Electronics II

Electronics III

Electronics IV

Pay Grade

4

5

8

9

Education/Experience Requirements

Associate's Degree or completion of a technical specialty program of at least 18 months

Associate's Degree or completion of a technical specialty program of at least 18 months

Bachelor's Degree or the equivalent of in-depth specialized training

Master's Degree or the equivalent of in-depth specialized training

Common Activities

Install, repair, and maintain routine electronic and data processing equipment

Troubleshoot data communications equipment

Modify standard equipment to meet special technical requirements

Maintain an inventory of equipment and parts, records of equipment loaned, and records of installation

Builds new electronic equipment from schematic diagrams

Participates in the design and modification of specialized electronic equipment

Troubleshoots network and/or equipment problems

Advises, trains, and oversees other technicians

Maintains, repairs, and calibrates electronic testing equipment

Consults with others and creates conceptual design

Develop complex electronic systems

Conducts or oversees the construction, maintenance, and repair of a variety of electronic equipment

Designs, modifies, or builds electronic equipment from rough sketches

Estimates the cost of proposed jobs

Designs and fabricates electronic equipment when they are not available for purchase

Recommends computer peripheral devices for purchase

Updates and maintains network, utilizing network standards

Carries out or oversees the maintenance of complex construction or adaptation

Determines what should be developed internally or purchased externally

Organizational Impact

The results of actions have only a minor impact on a department's operations. Individuals actions are limited to a single work area and do not affect the overall finances of that area.

The results of actions may have a measurable impact on operations or finances within a work group.

The results of actions may have a significant impact on the operations of the work group.

The results of actions and decisions may have a significant impact on substantial segments of the University's operations or finances.

Problem Solving

Performs standardized tasks that are covered by systems, procedures and available supervision. Problems are easily recognized and are solved with prescribed solutions. Supervision is present to assign and review work, address exceptions, and answer questions.

Performs a variety of duties following established policies and procedures. Problems are generally solved by selecting from approved alternatives based on past practices. Supervision is available to set priorities and objectives, and to assist in problem resolution.

The job consists of broad responsibilities requiring the application of policies to dynamic and complex conditions. Problems generally require significant analysis and judgment. Solutions may include adapting existing practices and systems to address unique situations.

The job consists of major organizational accountabilities requiring the formulation of new approaches. Problems have broad University implications and require significant inductive thinking. Solutions may establish new policy direction. Independently establishes goals and objectives for higher level review.

Supervision

No Supervision

No Supervision

Interviewing and selection, orientation, training, work assignment and review, performance appraisal, and recommendations for various personnel actions for exempt and non-exempt employees.

Selection and hiring, staff development, work planning, performance management, and responsibility for initiating various personnel actions for exempt and non-exempt employees.

Contact Level

Routinely answers questions and provides services requested by individuals within or outside of work area. Questions that require interpretation or are not easily resolved are referred to supervisor.

Interacts with various levels within or outside the University including Deans, Directors, and Department Heads. This interaction may include interpreting and explaining ideas and concepts as well as solving problems and coordinating projects.

Interacts with various levels within or outside the University including Deans, Directors, and Department Heads. This interaction may include interpreting and explaining ideas and concepts, as well as solving problems and coordinating projects.

Handles difficult and complex situations with tact and diplomacy to maintain a service oriented environment. Interaction is across all levels of University and outside public.

Financial Budget

Does not participate in budget preparation. Has no authority to sign for materials or supplies.

Compiles and tabulates budgetary data, calculates figures, and checks for accuracy. Authorized to sign for storeroom supplies and petty cash.

Analyzes budgetary data, verifies figures, identifies/discusses questions or discrepancies, and compares budget proposals with previous years' budgets, grant money, gifts etc. Monitors expenditures against budget, prepares necessary documentation for supervisory review/approval, authorizes requisitions for storeroom supplies, petty cash, limited non-capital purchases, etc.

Directs preparation of budget for near total responsibility for planning, forecasting and approval. Authorizes and approves purchases requisitions and reimbursements.