

EDITED TASK LISTING

CLASSIFICATION: ELECTRONICS TECHNICIAN, CORRECTIONAL FACILITY (CF)

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Install, operate, maintain, adjust, test and program various types of complex electronic devices (e.g., telecommunication systems in the Private Branch Automatic Exchange (PBAX), television set and batteries for television remotes, etc.) utilizing Manufacturer's Specification Manuals to ensure proper functioning of electronic systems and the safety and security of the institution/facility, staff, inmates/youthful offenders, and the public, as required by the electronic industry standards, National Electrical Code (NEC), Federal Communication Commission (FCC), Department's Operations Manual (DOM) and institutional guidelines, as needed and per required maintenance.
2.	Troubleshoot, repair and adjust equipment (e.g. audio-communication, security sound systems, radio and television receivers, personal alarms systems, etc.) to ensure proper functioning of electronic systems and the safety and security of the institution/facility, staff, inmates/youthful offenders, and the public, as required by the electronic industry standards, NEC, FCC, DOM, and institutional guidelines, as needed and per required maintenance.
3.	Assist various trades with troubleshooting, installation and repair of the more complicated electronics equipment (e.g. radiotelephone, channelized microwave, wire carrier equipment, traffic signal and lighting systems) to ensure proper functioning of electronic systems and the safety and security of the institution/facility, staff, inmates/youthful offenders, and the public, as required by the electronic industry standards, NEC, FCC, DOM, and institutional guidelines, as needed and per required maintenance.
4.	Use electronic measuring and testing devices (e.g., hand tools, voltage meter, network testing, toner, etc.) to troubleshoot electronic devices [e.g. Public Address (PA) systems, Fire Alarms Control Panels (FACP), etc.] to ensure the longevity and proper functionality of electronic devices, as required by California Occupational Safety and Hazard Association (Cal OSHA), electronic industry standards, NEC, FCC, DOM, National Fire Protection Association (NFPA), and institutional guidelines, as needed.
5.	Draw and interpret schematic diagrams of electrical and electronic circuits to ensure proper functioning of electronic systems and the safety and security of the institution/facility, staff, inmates/youthful offenders, and the public, as required by the electronic industry standards, NEC, FCC, DOM, and institutional guidelines, as needed and per required maintenance.
6.	Estimate cost and order materials/replacement parts to repair or modify existing equipment, and to maintain adequate inventory for emergency repairs utilizing quotes and bid forms from vendors, and the department's procurement process per California Department of Corrections and Rehabilitation (CDCR) procurement policies and guidelines and the DOM, as required.
7.	Maintain records and generate reports (e.g., daily work reports, tool control, phone log reports, etc.) utilizing appropriate documents and forms to ensure safety and security of the institution per the DOM, California Code Regulations (CCR) Title 15, Safety Training (per SP198), and Department of Occupational Safety and Health (DOSH), as needed.

Tasks highlighted in bold text are not currently on the SPB classification specification

EDITED TASK LISTING

CLASSIFICATION: ELECTRONICS TECHNICIAN, CORRECTIONAL FACILITY (CF)

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
8.	Maintain the order and supervise the conduct of inmates/youthful offenders committed to CDCR in the performance of their duties to ensure the safety and security of the institution/facility, utilizing appropriate communication skills, and heightened awareness of the surroundings in accordance with CCR Title 15, and DOM, on a continuous basis.
9.	Maintain safety and security of the institution/facility, inmates/youthful offenders and the public, by preventing escapes and injury to themselves/others or damage to property, utilizing acquired training and heighten awareness of the surroundings in accordance with DOM, Operational Procedures (OP), and CCR Title 15, on a continuous basis.
10.	Maintain work areas, tools, and materials in the performance of daily maintenance activities to ensure the safety and security of the institution/facility utilizing material and tool control procedures and heighten awareness of the surroundings in accordance with DOM, DOSH, OP, CCR Title 15, on a continuous basis.
11.	Inspect premises and conduct searches of inmates/youthful offenders and work areas for contraband (e.g., drugs, weapons, alcohol, money, cell phones, etc.) to ensure the safety and security of the institution/facility, staff, and inmates/youthful offenders utilizing visual observation, physical searches, acquired training and heighten awareness of the surroundings in accordance with DOM, OP, CCR Title 15, on a continuous basis.
12.	Install, operate, maintain, adjust, repair, test, and program Fire Alarm Control Systems, [e.g., Central Station Computer, Field Control Panels, Secondary Power Sources, Indicating Devices and Initiating Devices, etc.] utilizing Manufacture's Specification Manuals, schematics, hand tools, and test equipment following guidelines to ensure proper functioning of the electronic system, and the safety and security of the institution/facility, staff, inmates/youthful offenders, and the public, as required by the electronic industry standards, NFPA, Cal OSHA, NEC, DOM, and institutional guidelines, as needed and per required maintenance.
13.	Install, operate, maintain, adjust, repair, test, and program PA Systems, and local intercom systems (e.g., amplifiers, speakers/horns, microphones, wiring, etc.) utilizing Manufacture's Specification Manuals, schematics, hand tools, and test equipment following guidelines to ensure proper functioning of the electronic systems, and the safety and security of the institution/facility, staff, inmates/youthful offenders, and the public, under the electronic industry standards, FNEC, DOM, FCC, as needed and per required maintenance.
14.	Install, operate, maintain, adjust, and repair Access Control Systems (e.g., doors, gates, interlocks, control panels, etc.) utilizing Manufacture's Specification Manuals, schematics, hand tools, and test equipment following guidelines to ensure proper functioning of the electronic systems, and the safety and security of the institution/facility, staff, inmates/youthful offenders, and the public, as required by the electronic industry standards, NEC, DOM, and institutional guidelines, as needed and per required maintenance.

Tasks highlighted in bold text are not currently on the SPB classification specification

EDITED TASK LISTING

CLASSIFICATION: ELECTRONICS TECHNICIAN, CORRECTIONAL FACILITY (CF)

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
15.	Install, operate, maintain, adjust, repair, and test Metal Detectors (e.g., walk through, handheld, contraband detection systems, etc.) utilizing Manufacture's Specification Manuals, schematics, hand tools, and test equipment following guidelines to ensure proper functioning of the electronic systems, and the safety and security of the institution/facility, staff, inmates/youthful offenders, and the public, under the electronic industry standards, NEC, DOM, and institutional guidelines, as needed and per required maintenance.
16.	Install, operate, and maintain Inmate Telephone Systems (e.g., non-contact visitation) utilizing Manufacture's Specification Manuals, schematics, hand tools, and test equipment following guidelines to ensure proper functioning of the electronic systems, and the safety and security of the institution/facility, staff, inmates/youthful offenders, and the public, as required by the electronic industry standards, NEC, DOM, and institutional guidelines, as needed and per required maintenance.
17.	Install, operate, and maintain Master Antenna Television (MATV) (e.g., televisions, satellite systems, high mast antennas, etc.) utilizing Manufacture's Specification Manuals, schematics, hand tools and test equipment following guidelines to ensure proper functioning of the electronic system, and the safety and security of the institution/facility, staff, inmates/youthful offenders, and the public, as required by the electronic industry standards, NEC, DOM, FCC, and institutional guidelines, as needed and per required maintenance.
18.	Install, operate, maintain, and repair Nurse Call Systems [e.g., control console panels, indicating/initiating devices, Programmable Logic Controllers (PLC), etc.] utilizing Manufacture's Specification Manuals, schematics, hand tools and test equipment following guidelines to ensure proper functioning of the electronic systems, and the safety and security of the institution/facility, staff, inmates/youthful offenders, and the public, as required by the electronic industry standards, NEC, DOM, FCC, and institutional guidelines, as needed and per required maintenance.
19.	Operate various types of vehicles to perform aerial installation, repair, and maintenance of various types of electronic equipment [e.g., Close Circuit Television (CCTV), MATV, PA systems, etc.] utilizing service trucks, boom truck, scissor lift, fork lift, etc., as required by Cal OSHA, Department of Motor Vehicles (DMV), and the DOM, as needed.
20.	Operates various types of power equipment to perform installation, repair, and maintain various types of electronic systems (e.g., CCTV, MATV, PA system, etc.) utilizing rotary drills, cable locators, cable pullers, etc., as required by the electronic industry standards, Cal OSHA NEC, DOM, and institutional guidelines, as needed and per required maintenance.

Tasks highlighted in bold text are not currently on the SPB classification specification

EDITED TASK LISTING

CLASSIFICATION: ELECTRONICS TECHNICIAN, CORRECTIONAL FACILITY (CF)

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
21.	Train and participate institution/facility staff on various types of new and existing electronic systems [e.g., CCTV, telephone systems, FACP, etc.] following guidelines to ensure proper operation of electronic equipment, and maintain the safety and security of the institution/facility, staff, inmates/youthful offenders, and the public, utilizing Manufacture's Specification Manuals, training videos, etc., as required by the DOM, NFPA, and FCC, as needed.