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# APPENDIX B

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## Examples of vacancy announcements

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### Communications System Senior Specialist

(Class Code:MT42-10507)

**CLOSING DATE:** Open Until Filled

**Full Pay** \$3376.00 - \$4553.00 Per Month

**HIRING RANGE:** \$3,376.00 - \$3,959.00 Per Month

**DEPARTMENT:** Department of Transportation, Technical Services, Telecommunications

**LOCATION:** Cheyenne

**GENERAL DESCRIPTION OF WORK:** Serves as WyoLink Network Specialist Performs technically advanced/complex duties in the implementation, administration, support, and enhancement of WyoLink:Wyoming's statewide public safety interoperable radio (voice & data)communications system. Independently administers the safety-critical statewide Digital Trunked Radio (DTR) WyoLink radio network and its users' subscriber equipment, including fault management, configuration management, accounting management, performance management, and security management. Manages detailed radio system programming and encryption configurations to meet subscriber requirements. Ensures the 24/7 health of the WyoLink network: responds to system alarms, user trouble reports, and urgent re-configurations. Diagnoses WyoLink system problems relating to radio frequency equipment, telephone/microwave interconnects, and Internet Protocol (IP) routers and servers. Evaluates, programs and checks out subscriber radios. Advises user agencies to evaluate options and meet their requirements. Measures system performance. Coordinates and monitors procurement, implementation, maintenance and repair of WyoLink subsystems by contractor and other agency partners.

**ESSENTIAL FUNCTIONS:** When on duty, independently administers the safety-critical statewide WyoLink radio network and its users' subscriber equipment, including fault management, configuration management, accounting management, performance management, and security management. Performs database backups and restorals. Manages and operates the Key Management Facility (encryption system with Over The Air Re-keying). Plans radio frequency communications and builds fleetmaps and templates for WyoLink to meet myriad agency requirements. When on duty, ensures the 24/7 general health and functionality of the WyoLink network, and responds to system alarms. Regularly (50% of the time) on-call to perform WyoLink network operations duties, at all hours; subject to call even when not on-call. Handles user trouble reports, and emergency system re-configurations during crises. Diagnose problems relating to telephone/microwave interconnects or radio frequency equipment. Uses advanced and complex Internet Protocol (IP) Configuration Management & System Administration applications to optimize safety-critical WyoLink servers, databases, routers, and gateways; and their service to affiliated agency networks and third-party IT applications. Programs and checks out subscriber radios and console systems for most efficient service, using Customer Programming Software, and other tools for radio maintenance and alignment. Confers with & advises communications system user agencies to understand their current and future needs, in order to evaluate options, configure systems and formulate operating policies to meet their requirements. Measures system performance and results with specialized network software and communications tools to ensure levels of service specified in communication systems requirements. Coordinates and monitors procurement, implementation, maintenance and repair of WyoLink communication subsystems and equipment, including efforts of contractor and interagency/inter-division maintenance partners.

**KNOWLEDGE AND SKILLS:** Knowledge of principles, theories, concepts, methods, techniques, operational requirements, standards, tools, materials and equipment used in the development, design, construction, installation, troubleshooting, maintenance and repair of voice and data communication systems, equipment and facilities; with specific emphasis on public safety radio frequency communications. Radio Frequency (including modulation, propagation, trunking, and international tech stds for radio), Network Control, Audio Distribution, Data Transport (packet switched based). Skills in communication (written & oral); includes leadership, conflict resolution, consensus building, and team building; and preparation of clear and concise records, reports, correspondence and other written materials. Ability to prepare, review and edit highly technical documents, reports and papers. Broad knowledge of Telecommunications, Electricity, Electronics, and Information Technology; including telephony, data communications, integration of voice & data communication systems with computers & electronics, and transmission media. Advanced technical knowledge, with ability to independently install, configure, modify and repair telecommunications networks and equipment (especially radio frequency communications), and adjoining computers & electronics. Advanced specialized training is vital for digital telecommunications and IT systems (including TCP/IP, WAN/LAN, SNMP, hubs/switches/routers, WyoLink system databases/servers, computer operating system and network management system configuration). Includes the ability to analyze specialized telecommunications equipment performance, interpret and use specification sheets, technical diagrams/manuals, test equipment, and network management software. Ability to handle own time and materials wisely; and to coordinate, organize, oversee, assign and manage people, funds, and equipment efficiently to prioritize & accomplish work; e.g., records management, inventory control, procurement.

**MINIMUM QUALIFICATIONS:** Any combination of training and experience equivalent to a bachelor's degree in telecommunications, telecommunications management, electronics, electrical engineering or closely related field, **PLUS** four years of professional work experience in planning, coordination or development of a telecommunications or communications system.

Two positions will be filled via this recruitment.

## Support Services Specialist 5

(Class Code:SS05-10488)

**CLOSING DATE:** Open Until Filled

**Full Pay** \$1060.00 - \$1729.00 Per Month

**HIRING RANGE:** \$1,060.00 - \$1,503.00 Per Month

**DEPARTMENT:** Department of Health, Administration Division, Veterans' Home of Wyoming

**LOCATION:** Buffalo

**GENERAL DESCRIPTION OF WORK:** The purpose of this position is to maintain a clean, sanitary and safe environment for a large number of residents in an assisted living facility. This includes cleaning resident rooms, offices and bathrooms following proper infection control procedures. Provide laundry services for the residents including washing, drying, folding and delivering personal clothing and linens. Assist residents with their needs, observe and report specific incidents to the proper department. Participate in Quality Improvement subcommittees.

**ESSENTIAL FUNCTIONS:** Responsible for maintaining cleanliness in resident rooms by vacuuming carpets, wiping off TV screens, cleaning mirrors, emptying trash, polish and dust furniture and woodwork, light fixtures, pictures and countertops. Proper infection control procedures are observed at all times, which includes changing cleaning cloths between resident rooms. Wash windows, inside and out, on a scheduled basis. Totally responsible for cleaning those rooms for residents who are unable to perform any tasks in their room due to health or physical conditions. Public bathrooms are cleaned on a daily basis, all toilets, urinals, showers, tubs, walls, sinks, tile and floors are disinfected. Dispensers are refilled, trash emptied, mirrors and chrome polished. Clean and disinfect resident bathrooms weekly, using proper mixture of chemicals. Toilets, lavatories, bathtubs and floors are cleaned and disinfected. Assure that there is an adequate supply of toilet tissue and tissues. Responsible for annual spring cleaning of resident rooms. Each room is thoroughly cleaned by removing all linens from beds, mattresses are vacuumed and turned, bed frames, all walls, light fixtures, door frames, window frames, windows; wash and disinfect sinks, remove knobs from faucets and clean underneath, wipe down radiators and piping; dust and polish furniture. Wash and disinfect bathroom walls, ceilings, toilets, water tank, bathtub, remove shower curtain and replace with clean curtain. Floor tiles are washed and disinfected using fender brush. All areas cleaned are dried and chrome polished. Trash cans are cleaned, disinfected and new liners inserted. Carpets are vacuumed and resident's bed remade Any damages are reported on maintenance requisitions. Responsible for cleanliness of entire facility. All hallways are vacuumed twice weekly or as needed. Handrails are disinfected, radiators and window ledges are wiped down and windows are washed as needed. Spot carpet, if needed and dust all pictures. Canteen/nonsmokers' and smokers' coffee lounges are cleaned and disinfected daily. All furniture is dusted, fronts and tops of vending machines are dusted, trash cans cleaned, radiators dusted, vacuum floor and mop. All tables and chairs are washed and disinfected. All doorknobs and drinking fountains are disinfected and polished. Windows in all halls are washed and polished interior and exterior. Remove all light fixtures, vacuum and wipe off light cover. Remove and vacuum air exchangers. Responsible for emptying all trash cans in hallways. Clean, disinfect and polish mailbox covers on an annual basis. Vacuum and polish chrome in elevator. All ash trays are emptied. Approximately 65,000 square feet of carpeting is shampooed on a regularly scheduled basis and as needed. Prepare and assemble shampooer for use. Remove all furniture from resident rooms, carpet is vacuumed, prespotted and shampooed using Castex commercial shampooer. All furniture is returned to resident rooms when carpet has dried. Hallway carpets prespotted, and shampooed every six months and as needed. Responsible for complete laundry services for 100+ residents on a weekly basis. Assure that proper infection control is maintained by wearing gloves and gown. Sort personal laundry according to color and specified instructions, record number and type of clothing sent down by each resident, put clothes into 70 pl clothing scale, load into 65 pound Cascadex computerized programmable commercial washing machine or 35 or 65 lb. Cascadex computerized punch card washer. Sort different weights of wet clothing in preparation for drying. Set the heat control, timer and cool down cycle. Clothes are removed from dryers, check for needed repairs, hung on racks or folded and sorted into stacks according the location of resident rooms. Personal laundry to be returned is recorded, loaded into delivery cart and distributed to appropriate rooms. Linens are collected weekly from individual resident rooms.

**KNOWLEDGE AND SKILLS:** SKILLS IN operating equipment and machines such as washers, dryers, shampooers, mangle and buffer. The skill to clean and do tasks neatly and thoroughly. Completing projects on my own. Keep the resident's rooms clean and safe. Skills in CPR, proper body mechanics, basic first aid, and defensive driving. KNOWLEDGE OF the proper use of equipment; proper use of chemicals when cleaning; proper way to handle problems with residents; know how to sort and fold resident's personal clothing; knowing where all supplies are kept. Knowledge of facility policies and procedures, proper infection control and universal precaution techniques. ABILITY TO be able to work with all staff members; have the ability to handle change, be in good physical condition; use common sense; stay interested in jobs in jobs that are repetitious. Ability to communicate with residents and convey compassion and understanding of others ailments. Ability to communicate with other staff members.

**MINIMUM QUALIFICATIONS:** Any combination of training and experience equivalent to a high school diploma PLUS one year of work experience working with the public or providing housekeeping or laundry services in a commercial, community service or institutional operation.

Benefits package included. A background check, including taking of fingerprints, will be completed through the Wyoming DCI for every successful applicant.