For assistance completing this form, contact the [Human Resource Division](https://iwsp.patrol.lcl/sites/TSB/HR/Lists/HR%20Staff%20Directory/By%20Section.aspx) or see the [WGS Position Description Guide](http://www.dop.wa.gov/WorkforceDataAndPlanning/WorkforcePlanning/Pages/PositionDescriptionGuidance.aspx).

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| **Position Information** |
| Position Action: [x]  Establish [ ]  Reallocate [ ]  Data Update (Indicate Change): |       |
| Date Last Reviewed: |       |
| Position #: | Current Class Title: | Proposed Class Title (for Reallocation only): |
|  | **Statewide Interoperability Coordinator**  |       |
| Incumbent’s Name (if filled position): | Salary Range: | Assignment Pay |  |
|  |       | [ ]  Dual Language [ ]  Other: |       |
| Agency/Division/Unit: | Address of Official Duty Station: |
| Washington State Patrol | 106011th Ave SW, Olympia, WA |
| Supervisor’s Name and Title: | Supervisor’s Position #: | Supervisor’s Phone: |
|       |       | (     )       |
| Work Schedule:[x]  Full-Time [ ]  Part-Time | Position Included in a Bargaining Unit: [ ]  Yes [x]  No If **yes**, indicate union:  | Overtime Eligible:[ ]  Yes [x]  No |
| **Position Objective**Briefly explain the purpose of the position and how it supports the organization’s mission **(attach an organizational chart)**. |

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| The Statewide Interoperability Coordinator (SWIC) is the central resource and point of contact for interoperable communications. The SWIC supports the goals of the Washington State Patrol |

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| **Assigned Work Activities (Duties and Tasks)**Describe the duties and tasks, and underline the essential functions. Assign a percentage of time to each duty. Task statements should describe the **action** performed; to **whom or what**; using what **tools, equipment, methods, and/or processes**; and the **final** **product or outcome**.For more guidance, see [Essential Functions Guide](http://hr.ofm.wa.gov/diversity/equal-employment-opportunity/essential-functions-guide) and [Examples of Work Statements](http://www.dop.wa.gov/SiteCollectionDocuments/Strategic%20HR/Workforce%20Planning/Examples_of_Work_Statements_06.2011.doc). |
| **% of time**(Must total 100%) | **List the assigned work in order of importance, with essential functions underlined.** |

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| 65% | **Duty:**Promote and foster interoperable communications between public safety agencies across all levels of government.**Tasks include:**Active participation in regional interoperability committees, assisting in policy and best practice development, providing technical assistance and expertise in the areas of interoperable communications, public safety broadband, and next generation 911, active participation with the National Council of Statewide Interoperability Coordinators (NCSWIC) serving on one or more committees, completing annual Statewide Communications Interoperability Plan (SCIP) reviews and updates, submitting and facilitating Technical Assistance requests to the Department of Homeland Security Cybersecurity and Infrastructure Security Agency (DHS CISA), and acting as the lead for the State of Washington in promoting activities outlined in the National Emergency Communications Plan (NECP).  |
| 25% | **Duty:**Serve as a member of the State Interoperability Executive Committee (SIEC) and chair the SIEC Advisory Workgroup (SAW).**Tasks include:**Preparing briefings and recommendations for the SIEC, reviewing communications technology budget and licensing requests from state agencies to ensure they follow RCW requirements, OCIO policies, and industry best practices, and reviewing completed All Hazards Communications Unit Leader (COM-L), Communications Unit Technician (Com-T) , and Auxiliary Communications (AUX COM) task books as chair of the Communications Unit review committee.  |
| 10% | **Duty:**Serve as a member of the Washington Emergency Management Council Senior Advisory Committee **Tasks include:**Reviewing communications based grant requests submitted to the Washington State Administrative Agency. This position also works closely with the State Military Department reviewing, evaluating, and updating the Threat and Hazard Risk Identification and Assessment (THIRA) on operable communications and providing input for the annual statewide emergency readiness report to the Governor. This position may also provide input and assistance to the State ESF2 lead when the State Emergency Operations Center is activated. |
| % | **Duty:****Tasks include:** |
| % | **Duty:****Tasks include:** |

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| **Lead Work/Supervisory Responsibilities** |
| Lead Position:Supervisory Position: | [x]  Yes[ ]  Yes | [ ]  No[x]  No | [x]  Assigns Work[x]  Plans Work[ ]  \*Hires | [ ]  Instructs Work[x]  Evaluates Performance[ ] \*Terminates | [x]  Checks Others’ Work[ ]  \*Takes Corrective Action |
|  If **yes**, list each direct report below. |
| (\*Has the authority to effectively recommend these actions.) |
| **Class Title of Direct Report(s)** | **# of Positions** | **Work Schedule** |
|       |       |       |
|       |       |       |
|       |       |       |
| **Add information that clarifies this position’s lead or supervisory responsibilities:** |
| As chair of the SAW group this position will conduct regular meetings, assign work to the SAW, and track deliverables.  |
| **Working Relationships**Level of Supervision received (check one):For more guidance, see [Glossary of Classification Terms](http://www.dop.wa.gov/SiteCollectionDocuments/CompensationAndJobClasses/Comp%20Class%20HR%20Pro%20Tools/ClassificationGlossary.doc). |
| [ ]  Direct/Close Supervision[ ]  General Supervision[ ]  General Direction[x]  Administrative Direction |
| **Add information that clarifies this position’s interactions with others to accomplish work:** |
| This position meets with various state and local agencies, tribal agencies, and regional committees to build partnerships and sharing agreements. This position attends regular meetings of Federal, State, and local interoperability organizations, techical conferences and workshops, and may give presentations and briefings on interoperability efforts. These interactions are primarily in-person, but may also be done by telephone, email, or web-based teleconference.  |
| **Continuity of Operations Plan (COOP) Designation – For Disaster or Emergency Recovery**For more information, see [COOP and Critical Positions](http://www.dop.wa.gov/WorkforceDataAndPlanning/WorkforcePlanning/Pages/ContinuityofOperationsPlans%28COOP%29andCriticalPositions.aspx)Click here for Agency COOP Plan: [https://iwsp/documents/Agency\_Manuals/Continuity\_of\_Operations\_Plan.pdf](https://iwsp.patrol.lcl/documents/Agency_Manuals/Continuity_of_Operations_Plan.pdf)  |
| Is this position critical based on agency COOP? [x]  Yes [ ]  No |
|  If **yes**, describe how the position supports the agency COOP Critical Functions: |
| This position is the primary resource for restoring or establishing interoperable cimmunications in time of a disaster. |
| **Working Conditions**For examples, see [Position Description Guidance](http://www.hr.wa.gov/WorkforceDataAndPlanning/WorkforcePlanning/Pages/PositionDescriptionGuidance.aspx)  |
| Work Setting, including hazards: |       |
| Schedule (i.e., hours and days): | M-F 0800-1700 |
| Travel Requirements: | This position is required to travel to various meetings and conferences around the state and nationally. |
| Tools and Equipment: |       |
| Customer Interactions: |       |
| Other: |       |
| **Qualifications**List the education, experience, licenses, certifications, and competencies (knowledge, skills, abilities, and behaviors) |
| **Required Qualifications:** |

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| * Bachelor’s degree or higher in an Information Technology or business management field (or closely related field). Working experience in an IT/Radio/Network management field may be substituted for education year for year. Knowledge of technology systems and business management, or equivalent experience.
* 4 years’ experience as a manager or project manager in a technology enterprise organization.
* Excellent written and verbal communication skills. This position prepares written documentation in the form of decision papers, policies, agency correspondence and other division reports. In addition, this information is presented verbally to a wide range of audiences, both technical and non-technical. The ability to provide clear, concise communication is very important to this position.
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| **Preferred/Desired Qualifications:** |

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| * Specialist-level knowledge of land mobile radio systems, wide area networks, digital microwave and telephony systems.
* Project management certification. This position may oversee or act as sponsor for several key technology projects and this knowledge would be helpful to understand the project management methodology and interact with specific project managers involved.
* Knowledge and experience in the incident command system (ICS) with a focus on communications planning and communications leader (COML) duties.
* WA State Government budget and legislative experience. This position may contribute to the development of budget requests and assist in strategic budget planning. This position may present information to the state legislature, Office of Financial Management and the Governor’s Office.
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| **Special Requirements/Conditions of Employment**List any licensing, certification, or other special requirements and/or conditions of employment which are beyond general qualifications. |
| * Successful completion of a pre-employment polygraph examination and background investigation.
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| **In-Training Information** |
| Is this position approved for in-training? [ ]  Yes [ ]  No |
|  If **yes**, attach an approved in-training plan.  |
| **Physical Demands**For more guidance, click on this [link](https://iwsp.patrol.lcl/sites/TSB/HR/HR%20Shared%20Forms%20and%20Documents/HR%20Staff%20Only/PDF%20Info/Physical%20Demands%20Samples.docx).  |
| **C:** Constant (67% - 100% of the time)**S:** Seldom (1% - 10% of the time) | **F:** Frequent (34% - 66% of the time)**N:** Never (not at all) | **O:** Occasional (11% - 33% of the time) |
| **Physical Demand:** | **Essential Function?** | **Frequency:** | **Comments:** |
| Sitting | [x]  Y [ ]  N |  | Works at a computer and attends meetings. May alternate between standing and sitting as available. |
| Standing | [x]  Y [ ]  N |  | Occasionally stands at meetings, hallway conversations and while conducting briefings using whiteboards and similar presentation material. |
| Walking | [x]  Y [ ]  N |  | Walks to and from meetings, offices and office equipment (printers/copiers/etc.). |
| Driving | [x]  Y [ ]  N |  | Travels to locations throughout the state to attend meetings and training. |
| Lifting/Carrying | 0-5 lb. | [x]  Y [ ]  N |  | Lifts various computers, electronics, parts, supplies, equipment, and tools throughout the course of assigned duties.Carries computer and office equipment and supplies. |
| 6-10 lb. | [x]  Y [ ]  N |  | Lifts various computers, electronics, parts, supplies, equipment, and tools throughout the course of assigned duties.Carries computer and office equipment and supplies. |
| 11-25 lb. | [x]  Y [ ]  N |  | Lifts various computers, electronics, parts, supplies, equipment, and tools throughout the course of assigned duties.Carries computer and office equipment and supplies. |
| 26-50 lb. | [x]  Y [ ]  N |  | Lifts various computers, electronics, parts, supplies, equipment, and tools throughout the course of assigned duties.Carries computer and office equipment and supplies. |
| 51-100 lb | [ ]  Y [x]  N |  | N/A. |
| Over 100 lb. | [ ]  Y [x]  N |  | N/A |
| Push/Pull/Drag | 10-20 lb. | [x]  Y [ ]  N |  | Pushes, pulls, opens, and closes desk, chairs, cabinets, file drawers, and printer/copier paper drawers. |
| Over 20 lb. | [ ]  Y [x]  N |  | N/A |
| Running/Climbing/Jumping | [ ]  Y [x]  N |  | N/A |
| Balancing | [ ]  Y [x]  N |  | N/A |
| Working at Heights & Balancing | [ ]  Y [x]  N |  | N/A |
| Bending at Waist | [x]  Y [ ]  N |  | General office acessibility |
| Twisting at Waist | [x]  Y [ ]  N |  | General office accessibility |
| Kneel/Squat | [x]  Y [ ]  N |  | Installs computer equipment at workstations. Participates in earthquake safety drills. |
| Crawling | [ ]  Y [x]  N |  | N/A |
| Reaching Above Shoulder | [x]  Y [ ]  N |  | Obtain supplies from upper cabinets, writes on white boards installed on walls during meetings to work out technical issues and provide training and mentoring. Reaches for books and other documents from shelves. |
| Reaching Between Shoulder/Above Knee | [x]  Y [ ]  N |  | Reaches for computer mouse and telephone receiver. Reaches for books and other documents from shelves.  |
| Repetitive Motion | [x]  Y [ ]  N |  | Uses a computer keyboard to type technical documentation, electronic mail and other documents and communications. Uses a computer mouse to operate computer software and hardware. Uses a telephone to communicate with customers, co-workers, and managers. Writes on white boards installed on walls. |
| Handling/Grasping | [x]  Y [ ]  N |  | 45% Pinch Grasp | 55% Whole Hand Grasp |
|  | Comments for line above: | General office function (writing, stapling, filing and reading papers/manuals and documents). |
| Fine Finger Manipulation | [x]  Y [ ]  N |  | Uses a computer keyboard to type technical documentation, electronic mail and other documents and communications. Uses a telephone to communicate with customers, co-workers, and managers. While writing, handling instruments or test equipment. |
| Foot Controls | [x]  Y [ ]  N |  | Must be able to operate a standard motor vehicle |
| Feeling | [ ]  Y [x]  N |  |       |
| Talking | [x]  Y [ ]  N |  | Must be able to clearly communicate with various audiences |
| Hearing | [x]  Y [ ]  N |  | Must be able to clearly communicate with various audiences |
| Seeing | [x]  Y [ ]  N |  | Must be able to read technical documents and other printed material  |
| Smelling | [ ]  Y [x]  N |  |       |
| Temperature Extreme |  | 80% Indoors | 20% Outdoors |
|  | Comments for line above: |       |
| Wet/Humid Conditions | [ ]  Y [ ]  N |  |       |
| Whole Body Vibration | [ ]  Y [x]  N |  |       |
| Upper Extremity Vibration | [ ]  Y [x]  N |  |       |
| Noise | [ ]  Y [x]  N |  |       |
| Fumes/Dusts/Vapors | [ ]  Y [x]  N |  |       |
| Chemicals | [ ]  Y [x]  N |  | Little to no contact with hazardous chemicals other than those commonly found in government office environments. |
| Moving Machinery | [ ]  Y [x]  N |  |       |
| Bodily Fluids | [ ]  Y [x]  N |  |       |
| Other | [ ]  Y [ ]  N |  |       |
| **Acknowledgement of Position Description**The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position. |
| Date: | Supervisor’s Name: | Supervisor’s Signature (required): |
|       |       |  |
| Date: | Appointing Authority’s Name (or designee): | Appointing Authority’s Signature (or designee): |
|       |       |  |
| **As the incumbent in this position, I have received a copy of this position description.** |
| Date: | Employee’s Signature: |
|       |  |