



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PUBLIC SAFETY TELECOMMUNICATION SUPV

Job Number: 20000690

Job Code: 24050V230916

Job Group: 2400 - AUXILIARY LAW ENFORCEMENT

Job Established: 06/16/1982

Job Revised: 09/16/2023

Grade: 14	Salary (MIN - MID):	Special Entrance Rate:
	\$20,887-\$31,331 - Hourly	NONE
	\$3,394.14-\$5,091.30 - 37.5 Hr. Monthly Salary	NONE
	\$3,620.42-\$5,430.72 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 12 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises and coordinates the work of personnel engaged in providing telecommunication services within a Kentucky State Police Post.; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE, TRAINING, OR SKILLS:

Must have five years of experience, two of which must be with the Kentucky State Police, in the transmission, receiving and relaying of electronic information for law enforcement, emergency medical, fire, emergency management, military communications or traffic operations.

Substitute EDUCATION for EXPERIENCE:

College will substitute for the required experience on a year-for-year basis up to a maximum of two years.

Substitute EXPERIENCE for EDUCATION:

Additional experience in the transmission, receiving and relaying of electronic information for law enforcement, emergency medical, fire, emergency management, military communications or traffic operations will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be currently certified as a telecommunicator by the Kentucky Law Enforcement Council (KLEC). Must provide documentation of successful certification as an Emergency Medical Dispatcher within sixty days of employment in this job

classification. Must provide documentation of successful certification as a LINK/NCIC operator within thirty days of employment in this job classification. Must become certified as a Training Officer through the Kentucky State Police Certified Training Officer program within twelve months of employment in this job classification. Operator shall not have been convicted of a felony or other crimes pursuant to KRS 15.540. Must maintain any required licensure (s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s), or other credentials. <https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=52880>

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises, coordinates, and reviews the work of telecommunicators at an assigned Kentucky State Police Post. Performs telecommunicator duties at a Kentucky State Police Post. Supervises the Certified Training program for entry level telecommunicators. Monitors and compiles reports of trainers and trainees. Interprets and enforces departmental rules, regulations and policies. Prepares and distributes instructional materials and manuals to telecommunicators. Directs employees to work overtime when necessary, approves leave according to departmental policies and procedures, evaluates employee performance, and assists with the selection, background and interview process for new telecommunications staff. Counsels employees on work-related problems, gives oral and written reprimands and recommends disciplinary actions consistent with departmental policies and procedures. Coordinates the working schedules of the telecommunicators. Assists the Public Safety Telecommunications Manager in reviewing and developing policies for leadership approval. Receives and disseminates information concerning public safety and law enforcement activities. Acts as assistant LINK/NCIC Terminal Agency Coordinator by completing validations of active records, making modifications, supplements, deletions and cancellations as required. Ensure monthly review, assessment and forwarding of emergency medical dispatch calls are forwarded to the Medical director for further review as set forth in policy. When necessary, attends regional 911 Board, Fire Chief, and EMS Board meetings. In the absence of the manager serves as the liaison between the Kentucky State Police Post and local agencies to develop, maintain and modify protocols to remain compliant with local, state, and national standards. Assists with open records requests.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in a communications center at a Kentucky State Police Post and under extremely stressful conditions. May be required to work rotating shifts, nights, weekends, and holidays.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job title may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F. R.115.17 and 115.317

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.