

POSTING IS REQUIRED

Classification Notice No. 1339

To: Agency Heads and Employees
From: Jeff Dolan, Career Service Executive Personnel Director
Date: March 16, 2011
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the title and pay grades of Television Operations Worker (609-J) to Staff Closed Circuit Television Technician (612-J), Senior Television Operations Worker (611-J) to Associate Closed Circuit Television Technician (614-J) and Television Unit Supervisor (621-J) to Senior Closed Circuit Television Technician (618-J).

As part of the Labor Study, the Wastewater Management Operations Director asked Career Service Authority to include the Wastewater Television Operations classes in the study. Wastewater Management has experienced a great deal of difficulty recruiting employees at the entry and intermediate levels. According to the manager over the Television Operations Section, CSA's recruiter has gone to great lengths to recruit employees at private companies that perform the same type of work and there is still problems recruiting new employees.

CSA staff met with the manager over the Television Operations Section several times to discuss the work performed by employees in the current classes. Staff also met with a number of Television Operations employees to discuss the duties they perform and observe the employees performing their jobs.

After conducting all of the interviews and observing employees perform their work, CSA determined that it would be appropriate to rewrite and update the class specifications and rename the classes to more accurately describe the type of work. In the last five or six years, the jobs in the Television Operation Section have changed as the equipment has become more computerized and technical. Wastewater Management purchased new customized vehicles that contain a closed-circuit television system which allows the operator to create audiovisual tapes that describe the condition of sanitary and storm sewer lines and record all pertinent data. The division also purchased remote controlled, self propelled closed-circuit video cameras. Since Wastewater Management has purchased the new system and equipment, the work can now be performed by a two person crew.

**REVISED CLASS SPECIFICATIONS INCLUDING
PAY GRADE & TITLE CHANGE**

<u>Job Code:</u>	<u>Current Classification Title:</u>	<u>Proposed Classification Title</u>
CJ2068	Television Operations Worker	Staff Closed Circuit Television Technician
CJ2038	Senior Television Operations Worker	Associate Closed Circuit Television Technician
CJ2073	Television Unit Supervisor	Senior Closed Circuit Television Technician

<u>Current Pay Grade & Range</u>	<u>Proposed Pay Grade & Range</u>
609-J (\$27,573 - \$40,251)	612-J (\$31,512 - \$46,008)
611-J (\$30,142 - \$43,996)	614-J (\$34,457 - \$50,274)
621-J (\$47,038 - \$68,660)	618-J (\$41,160 - \$60,067)

Per Career Service Rule 7-37 A – “If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting re-allocations shall be the beginning of the first work week following approval by the Board.”

The Career Service Executive Personnel Director shall provide those appointing authorities who are affected with a draft of proposed changes in the plan, and notice shall be posted on appropriate bulletin boards at least thirteen calendar days from the date of this notice.

Public Notice of Changes:

The scheduled time for the public hearing is **Thursday April 7, 2011 5:00 p.m.** in the CSA Board Room, Room 4.F.6, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Bruce Backer bruce.backer@denvergov.org, Career Service Authority, in care of Alena Martinez alena.martinez@denvergov.org by 8:00 a.m. on **Tuesday, March 29, 2011**. Please include a contact name and phone number so that we may respond directly.

If anyone wishes to be heard by the Board on this item, please call Leon Duran leon.duran@denvergov.org at (720) 913-5168 no later than noon on **Tuesday, April 5, 2011**.



Career Service Authority

Page 1 of 4

Staff Closed Circuit Television Technician

GENERAL STATEMENT OF CLASS DUTIES

Performs entry level work inspecting sanitary and storm sewer lines while receiving training in the use of applicable equipment and software and developing the knowledge and skills required to perform inspection work.

DISTINGUISHING CHARACTERISTICS

This class performs entry level work inspecting sanitary and storm sewer lines. This class is distinguished from an Associate Closed Circuit Television Technician that performs intermediate level work inspecting sanitary and storm sewer lines by operating a remote controlled, self propelled closed-circuit video camera and related equipment and assists in determining the need for repairs, maintenance, and/or replacement. The Staff Closed Circuit Television Technician is also distinguished from the Senior Closed Circuit Television Technician that performs full performance work inspecting sanitary and storm sewer lines in order to determine the need for repairs, maintenance, and/or replacement utilizing a closed-circuit television system and other related equipment and performs permanently assigned lead work. .

Guidelines, Difficulty and Decision Making Level:

Procedures, methods, and techniques to be used are well established with options to be considered well defined. Tools, work aids, and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Duties assigned are primarily routine, repetitive, and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received and Quality Review:

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

Interpersonal Communications and Purpose:

Contacts with the public or employees where factual information relative to the organization or its functions is relayed and/or provides a service according to established procedures or instructions.

Level of Supervision Exercised:

No supervisory duties.

ESSENTIAL DUTIES

Receives on-the-job training and works under close supervision while learning the techniques of inspecting storm and sanitary sewer lines, the equipment used for inspections, and determining the need for maintenance, repair or replacement of sewer lines.

Trains and assists with setting up the closed-circuit video camera system and locating trouble spots such as cracked or broken tiles, offset joints, and/or blockages.

Receives training and instruction on the maintenance and minor repair of camera and electronic equipment.

Observes all common safety practices associated with equipment operations.

Assists with the placement and removal of barricades, cones, and other traffic control and safety devices in and around work areas.

Performs increasingly more responsible work as the employee gains experience.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Integrity/Honesty - Displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and chooses an ethical course of action.

Conscientiousness - Displays a high level of effort and commitment towards performing work and demonstrates responsible behavior.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Reading - Learns from written material by determining the main idea or essential message and recognizes correct English grammar, punctuation, and spelling.

Listening - Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Mathematics - Knowledge of mathematics sufficient to be able to perform a variety of calculations.

Writing - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Flexibility - Adapts quickly to changes.

Speaking - Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations and uses appropriate body language.

Memory - Recalls information that has been presented previously.

Physical Demands: (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.)

Standing: remaining on one's feet in an upright position.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving to the person.

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering an object 5-75 pounds.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Working Environment:

Temperature Changes: variations in temperature from hot to cold.

Wet: frequent contact with water, liquid, chemicals, or sanitary sewage.

Education Requirement:

Graduation from high school or the possession of a GED Certificate.

Experience Requirement:

One year of experience performing maintenance or unskilled work assisting in maintaining public facilities.

Licensure and/or Certification:

Possession of a valid driver's license at the time of application and as a condition of employment.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 9/16/1995

REVISED DATE: xx/2011

REVISED BY: Patricia Anderson

CLASS HISTORY xx/2011 – The class specification was updated and the duties revised to reflect the work performed by incumbents in this class. The class title was changed to Staff Closed Circuit Television Technician from Television Operations Worker.



Career Service Authority

Page 1 of 4

Associate Closed Circuit Television Technician

GENERAL STATEMENT OF CLASS DUTIES

Performs intermediate level work inspecting sanitary and storm sewer lines by operating a remote controlled, self propelled closed-circuit video camera and related equipment and assists in determining the need for repairs, maintenance, and/or replacement.

DISTINGUISHING CHARACTERISTICS

This class performs intermediate level work inspecting sanitary and storm sewer lines. This class is distinguished from a Staff Closed Circuit Television Technician that performs entry level work inspecting sanitary and storm sewer lines while receiving training in the use of applicable equipment and software and developing the knowledge and skills required to perform inspection work. The Associate Closed Circuit Television Technician is also distinguished from the Senior Closed Circuit Television Technician that performs full performance work inspecting sanitary and storm sewer lines in order to determine the need for repairs, maintenance, and/or replacement utilizing a closed-circuit television system and other related equipment and performs permanently assigned lead work. .

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

By position performs lead work.

ESSENTIAL DUTIES

Conducts sanitary and storm sewer line inspections by operating and maintaining a remote controlled, self propelled closed-circuit video camera, television monitoring screen, and other related equipment and assists in determining maintenance, repair or replacement is required.

Sets up the closed-circuit video camera system that moves through the sanitary and storm sewer lines in order to collect and record pertinent data and locate trouble spots such as cracked or broken tiles, offset joints, and/or blockages.

Performs maintenance and minor repair of camera and electronic equipment.

Observes all common safety practices associated with equipment operations.

Oversees placement and removal of barricades, cones, and other traffic control and safety devices in and around work areas.

Keeps daily log of job activities.

By position, performs the duties of a Senior Closed Circuit Television Technician when needed.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Plumbing and Pipefitting – Knowledge of materials, methods, and the appropriate tools to install, maintain, or repair pipelines, pipe systems, and fixtures including water, air, steam, gas, chemical, or sewage.

Hazardous Materials – Knowledge of hazardous materials and waste and their uses, interactions, dangers, production, handling, storage, and disposal.

Integrity/Honesty - Displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and chooses an ethical course of action.

Conscientiousness - Displays a high level of effort and commitment towards performing work and demonstrates responsible behavior.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Reading - Learns from written material by determining the main idea or essential message and recognizes correct English grammar, punctuation, and spelling.

Mathematics - Knowledge of mathematics sufficient to be able to perform a variety of calculations.

Listening - Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Writing - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Flexibility - Adapts quickly to changes.

Speaking - Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations and uses appropriate body language.

Computer Systems- Utilizes a computer to enter and retrieve data.

Memory - Recalls information that has been presented previously.

Technical Competence - Understands and appropriately applies procedures, requirements, regulations, and policies and maintains credibility with others on technical matters.

Computer Systems- Utilizes a computer to enter and retrieve data.

Customer Service- Works and communicates with customers to satisfy their expectations and is committed to quality service.

Physical Demands: (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.)

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is moved.

Pulling: exerting force on an object so that it is moving to the person.

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Crawling: moving about on hands and knees and feet.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering an object 5-95 pounds.
Far Acuity: Ability to see clearly at 20 feet or more.
Near Acuity: Ability to see clearly at 20 inches or less.

Working Environment:

Temperature Changes: variations in temperature from hot to cold.
Wet: frequent contact with water, liquid, chemicals, or sanitary sewage.

Education Requirement:

Graduation from high school or possession of a GED Certificate.

Experience Requirement:

One year of experience of the type and at the level of Staff Closed Circuit Television Technician.

Education/Experience Equivalency:

Two years of experience performing maintenance or unskilled work assisting in maintaining sewer systems.

Licensure and/or Certification:

Possession of a valid driver's license at the time of application and as a condition of employment.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: xx/xx/2011

REVISED BY: Patricia Anderson

CLASS HISTORY 8/2010 - Experience requirement was corrected at the request of the agency.
xx/2011 – The class specification was updated and the duties revised to reflect the work performed by incumbents in this class. The class title was changed to Associate Closed Circuit Television Technician from Senior Television Operations Worker.



Career Service Authority

Page 1 of 5

Senior Closed Circuit Television Technician

GENERAL STATEMENT OF CLASS DUTIES

Performs full performance level work inspecting sanitary and storm sewer lines in order to determine the need for repairs, maintenance, and/or replacement utilizing a closed-circuit television system and other related equipment and performs permanently assigned lead work. .

DISTINGUISHING CHARACTERISTICS

This class performs full performance level work inspecting sanitary and storm sewer lines. This class is distinguished from a Staff Closed Circuit Television Technician that performs entry level work inspecting sanitary and storm sewer lines while receiving training in the use of applicable equipment and software and developing the knowledge and skills required to perform inspection work. The Senior Closed Circuit Television Technician is also distinguished from the Associate Closed Circuit Television Technician that performs intermediate level work inspecting sanitary and storm sewer lines by operating a remote controlled, self propelled closed-circuit video camera and related equipment and assists in determining the need for repairs, maintenance, and/or replacement.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

Performs permanently assigned lead work over Associate Closed Circuit Television Technicians and Staff Closed Circuit Television Technicians.

ESSENTIAL DUTIES

Conducts sanitary and storm sewer line inspections utilizing a closed-circuit television system and other related equipment to locate trouble spots such as cracked or broken tiles/pipes, offset joints, and/or blockages and determines if maintenance, repair or replacement is required.

Creates audiovisual tapes that describe the condition of sanitary and storm sewer lines and records all pertinent data based on the technician's knowledge of the types and properties of sewer line construction, wastewater system layouts, and water flow characteristics.

Activates and adjusts equipment controls for optimal results utilizing software that collects data and analyses and archives information.

Documents inspection findings, forwards to the appropriate division unit, and maintains records, reports, and files.

Conducts inspections based on citizen complaints and requests from engineering staff and records pertinent information and narrative reports.

Maintains and performs minor repairs on audiovisual and other related equipment.

Oversees placement and removal of barricades, cones, and other traffic control and safety devices in and around work areas.

Observes all common safety practices associated with equipment operations.

Provides work instruction and assists employees with difficult and/or unusual assignments.

Resolves problems encountered during daily operations and determines appropriate solutions.

Contributes to the development of the performance enhancement plan, documents performance, provides performance feedback, and furnishes information for the formal performance evaluation.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Plumbing and Pipefitting – Knowledge of materials, methods, and the appropriate tools to install, maintain, or repair pipelines, pipe systems, and fixtures including water, air, steam, gas, chemical, or sewage.

Hazardous Materials – Knowledge of hazardous materials and waste and their uses, interactions, dangers, production, handling, storage, and disposal.

Integrity/Honesty - Displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and chooses an ethical course of action.

Conscientiousness - Displays a high level of effort and commitment towards performing work and demonstrates responsible behavior.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Reading - Learns from written material by determining the main idea or essential message and recognizes correct English grammar, punctuation, and spelling.

Mathematics - Knowledge of mathematics sufficient to be able to perform a variety of calculations.

Listening - Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Writing - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Speaking - Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations and uses appropriate body language.

Memory - Recalls information that has been presented previously.

Reasoning - Discovers or selects rules, principles, or relationships between facts and other information.

Self-Management - Sets well-defined and realistic personal goals, monitors progress and is motivated to achieve, manages own time, and deals with stress effectively.

Decision Making - Specifies goals and objectives to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the alternative in order to make a determination, draw conclusions, or solve a problem.

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Technical Competence - Understands and appropriately applies procedures, requirements, regulations, and policies and maintains credibility with others on technical matters.

Computer Systems- Utilizes a computer to enter and retrieve data.

Customer Service- Works and communicates with customers to satisfy their expectations and is committed to quality service.

Physical Demands: (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.)

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving to the person.

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Crawling: moving about on hands and knees or hands and feet.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Lifting: raising or lowering an object over 50 pounds.

Far acuity: ability to see clearly at 20 feet or more.

Near acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Working Environment:

Temperature Changes: variations in temperature from hot to cold.

Wet: frequent contact with water, liquid, chemicals, or sanitary sewage.

Education Requirement:

Graduation from high school or possession of a GED Certificate plus one year of coursework in electronics or a related field.

Experience Requirement:

Two years of experience at the type and level of Associate Closed Circuit Television Technician.

Education/Experience Equivalency:

Additional appropriate experience may be substituted for the minimum education requirement.

Licensure and/or Certification:

Possession of a valid driver's license at the time of application and as a condition of employment.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 9/16/1995

REVISED DATE: xx/xx/2011

REVISED BY: Patricia Anderson

CLASS HISTORY 7/2009 - This class was revised, updated, and placed into the new class specification format.
XX/2011 – The class specification was updated and the duties revised to reflect the work performed by incumbents in this class. The class title was changed to Senior Closed Circuit Television Technician from Television Unit Supervisor as incumbents in this class do not perform supervisory duties.