

DRAFT COMPETENCY PROFILE

January 8, 2008

ELECTRONICS SUPERVISOR

Description of Work: This is supervisory and skilled work in the construction and maintenance of electronic equipment and/or systems. Employees may supervise the operations of an electronics shop where standard and experimental electronic equipment is constructed and maintained. Work also includes training and supervision of electronics specialists, providing technical assistance in solving problems with interacting systems. Technically advanced and complicated electronic systems may require the supervisor to perform design work either on existing systems or in a role of assistance to electrical engineers on new buildings. Employees may be responsible for inspecting new and renovated facility systems prior to allowing connection to campus-wide electronic notification system. These inspections are coordinated with other related offices such as Fire Marshall.

Contributing: Employees at this level supervise a small staff in addition to performing design work which may be a major portion of the role. Designs electronics apparatus to perform innovative functions, and skilled work in repair of critical, complex electronic systems. Consult with supervisor/client requesting construction of electronic system/circuitry, teaching, or research devices before designing and constructing specialized devices. Design work borders on electronics engineering. Maintenance work usually involves larger electronic systems with subsystems where downtime would have extensive effects on departmental operations.

Journey: Work involves training and supervising technicians and supervising operations of an electronics shop. Employees use engineering knowledge and acquired skills in designing experimental equipment and in modifying, repairing existing equipment. Employees recommend purchase of additional equipment and tools and purchases surplus equipment for parts and components. Orders parts, components as needed. Prepares reports concerning shop operations.

Competency	Definition
Knowledge-Technical	Possession of a designated level of technical skill or knowledge in a specific technical area(s) and the ability to keep up with current developments and trends in areas of expertise. May be acquired through academic, apprenticeship or on-the-job training or a combination of these.
Problem Solving	Ability to identify problems, determine possible solutions, and actively work to resolve the issues
Safety and Health Compliance	Ability to demonstrate an understanding of applicable policies and procedures. Ability to maintain conditions that ensure a healthy and safe working environment.
Client/Customer Service	Ability to develop and maintain strong relationships with clients or customers (those for

	whom services are rendered) by listening to the client/customer and understanding and responding to identified needs.
Human Resource Management	Knowledge of appropriate policies and procedures for recruiting, selecting, developing, counseling, disciplining, and evaluating performance of employees to retain a diverse workforce. Ability to administer and ensure compliance with human resources policies and procedures. Ability to observe and assess work. Ability to provide feedback. Ability to provide technical supervision of staff. Ability to develop plans for employees to gain necessary knowledge, skills, and abilities. Ability to plan for and support employees in career development opportunities.

Competency	Contributing	Journey	Advanced
Knowledge-Technical	Performs design work on complicated systems using considerable knowledge of electronic principles and systems which are the responsibility of this role.	Prepare plans, specifications, and cost estimates of experimental electronic equipment using advanced principles and practices of electrical engineering, and techniques/methods used in design, installation, operation, and maintenance of electronic systems.	
Problem Solving	Provide technical assistance to lower level technicians in troubleshooting and solving system problems using innovative troubleshooting and testing procedures with large complex systems. .	Disassembles and repairs or modifies complex electronic equipment. Provides technical assistance to lower level technicians. Orders parts, components as needed within shop operations to repair equipment.	
Safety and Health Compliance	Understands and applies safety procedures to ensure safety of workers, staff, and students. Train subordinates in proper safety methods.	Assess and develop safety procedures in relation to overall a/u safety policies. Interpret a/u safety policies and determine applicability. Take steps to ensure safe operations and measure effectiveness of action.	
Client/Customer Service	Listens to staff, faculty regarding needs for modification of equipment and develops plans to	Confers with research personnel, faculty, staff regarding needs; determines capabilities and types of	

	meet the needs.	equipment needed; design and construct/modify or assign to technician; follow-up with client	
Human Resources Management	Contributes to interview process; orients new staff; provides feedback to employees on performance or competency progress; develops staff through on-the-job training.	Recruits staff that meet required competencies; recommends pay adjustments based on competency development; works with employees to identify individual strengths and weaknesses and recommends developmental activities	