

AV-VIDEO SYSTEMS TECHNICAL ANALYST

DEFINITION

Under direction, serves as a consultant, and/or performs project management, research, analysis, testing, recommendations, and implementation of audio, video and Audio-Visual (AV) hardware and associated audio and video system control software; coordinates with technical staff within various branch divisions, interfaces with users, management, and staff at the Judicial Council, Appellate, and Trial Courts, and with consultants and contractors to ensure that goals and objectives are met; performs related work as assigned.

CLASS CHARACTERISTICS

This is the journey level in the AV-Video Systems Technical Analyst series, and incumbents are fully competent to independently perform the full range of tasks associated with the installation and use of audio, AV, and video systems equipment, software, and infrastructure. Incumbents are responsible for identifying, evaluating, testing, and recommending new products, and implementing strategies that improve the delivery of services. Incumbents develop and implement project plans for the analysis and design of audio, AV, and video systems, the installation of related equipment, software and infrastructure and upgrades of existing products. Incumbents also provide direct support to installation projects and work with branch divisions and local court staff engaged in construction and upgrade projects in new court facilities. This class is distinguished from the Senior AV-Video Systems Technical Analyst in that the latter provides lead direction and work review to assigned staff and/or performs and coordinates the most complex and specialized work.

EXAMPLES OF DUTIES *(illustrative only)*

- Resolves problems encountered in the design and installation of audio, video, and AV systems.
- Investigates, analyzes, and evaluates project feasibility; develops project cost and benefit estimates; estimates project resource needs for staff and consultants.
- Collaborates with various branch divisions and IT staff to identify functional requirements, establish design plans for sites, and create and manage project implementation plans for audio, video and AV systems in judicial branch facilities.
- Resolves complex problems related to interfaces, connectivity and integration of audio, AV and video systems hardware, software and control systems with new and existing equipment,

and confers with Information Services and other division staff on systems integration and interface issues.

- Meets with senior and supervising staff to discuss specific needs.
- Develops program budgets.
- Researches, recommends, and applies new technologies appropriate to judicial branch needs; makes presentations.
- Advises judicial branch staff on system technical constraints, performance criteria, and interoperability issues.
- Provides direction to facilities planners and installation contractors on cabling requirements and room designs.
- Develops performance testing criteria, standards and maintenance plans.
- Provides vendors' published specifications to contractors for electrical, cooling, space, and rooms design criteria associated with audio, video and AV systems.
- Develops and oversees RFPs and contracts for design, installation, and equipment vendors, maintains project records and evaluates vendor performance.
- Works with design contractors to develop design, testing and evaluation criteria for RFP specifications.
- Monitors compliance with design, technical, contract and other project specifications
- Oversees testing and quality control of installed audio, video and AV systems and provides data to division staff responsible for acceptance of contract installation work,
- Works with vendors to resolve problems and evaluate new products and services.
- Coordinates with vendors and third-party contractors to resolve product support issues.
- Prepares comprehensive written analyses of problems and solutions.
- Drives or otherwise travels to remote court locations to assess technical requirements and to evaluate installation work.
- Coordinates the development of, contributes to, and reviews operational procedures and disaster recovery plans.
- Collaborates with contracts personnel in establishing maintenance contract specifications for audio, video and AV systems products used in the judicial branch, and in negotiating and implementing contracts.
- Assists in the implementation and installation of new and upgraded audio-video systems hardware and software.
- Coordinates and provides technical training for judicial branch staff, with assistance from training staff and vendors as required, on audio, video and AV systems operation.
- Keeps up with current technologies (e.g., reading publications and attending seminars) and applies updates to hardware and software used in the judicial branch.

WORKING CONDITIONS

- Must be able to respond to audio-video systems emergencies.
- Work occasional evening and weekend hours.
- May be required to travel statewide as necessary.

QUALIFICATIONS

Knowledge of:

- Principles and practices of program budget development, implementation, and evaluation.
- Principles of audio-video systems architecture for deployment in a variety of judicial branch environments.
- Principles of audio & video systems design, development and implementation.
- Principles of audio and video systems integration, and broad knowledge of interrelationships between hardware, software, digital and analog signals, control systems, and telecommunications.
- Audio, video, AV, and control equipment and systems used in the judicial branch.
- Audio and video equipment/systems performance criteria and analysis, methods and mechanisms for testing and problem resolution.
- Repair procedures for audio, video and AV equipment and systems used in the judicial branch.
- Design and installation of audio & video equipment and cable infrastructure for judicial branch facilities.
- Principles and procedures for disaster recovery.
- Multiple types of audio, video, AV, and control equipment/systems, and cable infrastructure, their integration with IT, and the interrelationships of different equipment and systems.
- Principles of business organizations and operations.
- Audio-video systems applications used in the judicial branch and other state agencies.
- Principles and techniques of project management.
- Principles and practices of contract and RFP preparation.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Use initiative and independent judgment within general policy guidelines.
- Develop and track project plans and implement multiple concurrent project plans.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Train others in the use of audio, video and AV systems and equipment.
- Conceptualize and integrate audio, video, and AV systems for a wide range of judicial branch applications.
- Design and develop local systems.
- Prepare formal business requests for various systems, products and services.
- Coordinate, collaborate, and communicate with IT, division, local facilities and contract technical staff, to ensure standardization and systems integration.
- Read and understand complex technical materials and apply knowledge derived from them

- Troubleshoot, coordinate and implement solutions to technical problems, and repair systems and equipment.
- Explain technical issues to management and staff in a non-technical manner.
- Solve technical problems related to interoperability of audio-video hardware, software, control systems, cable infrastructure, and telecommunications protocols within and outside the judicial branch.
- Prepare recommendations for new AV and video systems hardware and software based on functional analyses of the product and ability to integrate into the judicial branch environment.
- Use basic electronics tools.
- Analyze and review budgets and financial operations.
- Prepare effective written materials for purposes of user and system documentation.
- Maintain and apply current technical knowledge.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

May require possession of a valid California driver's license.

Education and Experience:

Equivalent to possession of a bachelor's degree, preferably with major course work in audio and video engineering, and two years of technical experience in the design, installation, integration, and support of audio, video, AV and AV control systems hardware, software and infrastructure. Additional relevant experience may be substituted for the education requirement on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one year of the required experience.

OR

One year as a Staff Analyst with the judicial branch.