

Facilities AV Systems Specialist

JOB FAMILY DEFINITION

This classification falls within the Facilities Engineering Job Family, encompassing a range of work in which incumbents are responsible for providing engineering oversight of Judicial Council and client facilities and equipment, including design review, establishment of standards, quality assurance inspections, code compliance, safety compliance, preventative maintenance, fire and life safety compliance, and energy/resource management. This classification is only used within the Facilities Services office. This class specification represents the type and level of work performed, recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

CLASS SUMMARY

Incumbents in this classification perform the full range of duties associated with managing the design, installation, and operation of audio-visual systems, equipment, and infrastructure. Incumbents serve as technical experts conducting low-voltage system audits, administering the procurement and solicitation processes for audio-visual services, reviewing specifications and drawings, and providing oversight of the work of contracted staff and vendors. In this capacity, Facilities AV Systems Specialists ensure compliance with applicable codes, rules, and regulations; provide technical direction; and serve as liaisons for internal clients and external stakeholders.

DISTINGUISHING CHARACTERISTICS

The Facilities AV Systems Specialist is distinguished from other classifications in the Facilities Engineering Job family in that work is specifically focused on low-voltage system design, and incumbents are required to have broad knowledge, technical skill, and experience in low-voltage systems.

EXAMPLES OF ESSENTIAL DUTIES *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Performs administrative oversight and technical review of contracted design of audio-visual and other low-voltage systems for multiple capital projects and facility modifications.
- Implements, maintains, and ensures adherence to effective protocols and procedures for compliance to Trial Court Facilities Standards for low-voltage systems.
- Serves as subject matter expert for audio-visual systems and low-voltage infrastructure; researches, recommends, and applies new technologies appropriate to judicial branch needs; prepares and presents reports and formal presentations.
- Collaborates with court leadership and information technology staff to identify functional requirements, establish design plans for sites, and create and manage project implementation plans for audio-visual systems in judicial branch facilities.
- Identifies code changes in the California Building Code and incorporates into the California Trial Court Facilities Standards.

- Coordinates inspections and reviews low-voltage infrastructure and equipment in capital projects and facility modifications for compliance with the California Trial Court Facilities Standards; advises judicial branch staff on system technical constraints, performance criteria, and interoperability issues.
- Manages AV installation and upgrade projects under the Court Funded Request process in coordination with the Judicial Council Information Technology office and the courts. May include the addition of conduits, electric wires, low-voltage cables, software programming of installed equipment, and testing.
- Manages AV installation and upgrade projects in the Judicial Council's Sacramento and San Francisco offices and in the Supreme Court.
- Provides technical interpretation of audio-visual building/safety codes and standards.
- Conducts site visits to verify work being performed is in accordance with regulations, quality assurance standards, and contract deliverables.
- Collaborates with procurement staff in the solicitation process for professional audio-visual design services; develops scope of work; estimates project cost and time requirements; rates and selects firms for projects; evaluates vendor performance.
- Submits requests for proposals, contract amendments, change orders, and service work orders, as necessary; oversees contract expenditures; reviews expenditures to ensure compliance with contracts, amendments, and deliverables.
- Coordinates with vendors and third-party contractors to resolve product support issues.
- Oversees project budget and contract expenditures; analyzes and monitors project financial data.
- Requests and obtains any necessary permits, additional funding, or work orders, such as submitting additional fund requests or obtaining registrations for projects, including Department of Industrial Relations requirements.
- May be responsible for administering various programs, such as the rooftop license program, managing third-party vendors installing, modifying, and maintaining their cellular rooftop equipment on Judicial Council-owned/leased buildings.
- Provides training to internal and/or external clients in assigned area.
- Provides orientation and guidance to new staff.
- Performs other duties of a similar nature and level as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's degree and two (2) years of technical experience in the design, installation, integration, and support of audio-visual and low-voltage systems hardware, software, and infrastructure. *An additional four (4) years of experience as noted above may substitute for the bachelor's degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.*

LICENSING AND CERTIFICATIONS

- Valid driver's license.

KNOWLEDGE OF

- Principles of audio-visual and low-voltage systems design, development, implementation, and evaluation.
- Principles of audio-video systems architecture for deployment in a variety of judicial branch environments.
- Principles of audio and video systems integration and general knowledge of interrelationships between hardware, software, digital and analog signals, control systems, telecommunications, and their integration with information technology.
- Audio-visual and low-voltage systems performance criteria; methods and mechanisms for testing and problem resolution.
- Contract and vendor management and monitoring repair and maintenance work.
- Principles and practices of budget development and administration.
- Principles and practices of modern procurement and contract administration.
- Principles and techniques of preparing effective oral presentations.
- Safe work practices and methods.
- Applicable federal, state, and local laws, permits, codes, regulations, and/or ordinances.
- Applicable work rules and policies.
- Applicable business equipment and desktop applications.

SKILL IN

- Conceptualizing and integrating audio, video, and other low-voltage systems for a wide range of judicial branch applications.
- Troubleshooting, coordinating, and implementing solutions to technical problems; repairing systems and equipment.
- Solving technical problems related to interoperability of audio-visual hardware, software, control systems, cable infrastructure, and telecommunications protocols.
- Preparing recommendations for new audio-visual systems hardware and software based on functional analyses of the product and ability to integrate into the judicial branch environment.
- Performing inspection work.
- Coordinating procurement processes and contract administration.
- Monitoring and researching industry trends, solutions, and best practices.
- Coordinating, collaborating, and communicating with information technology, other Judicial Council offices, courts, facilities, and contract technical staff to ensure standardization and systems integration.
- Explaining technical issues to management and staff in a non-technical manner.
- Analyzing and reviewing budgets and financial operations.
- Monitoring project schedules, compliance, and contract deliverables.
- Applying safe work practices.
- Following applicable laws, codes, regulations, and standards.
- Providing customer service.
- Utilizing a computer, relevant software applications, and/or other equipment as assigned.
- Effectively communicating.
- Maintaining effective working relationships with colleagues, contractors, customers, and the public.

WORKING CONDITIONS, ADA, AND OTHER REQUIREMENTS

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require sitting, walking, reaching, climbing stairs, reaching, standing, fine motor coordination, wrist/arm motion, grasping/holding, use of all fingers, use of both hands, repetitive manual tasks, bending/kneeling, crouching, crawling, stooping, seeing, hearing, and talking.

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Incumbents generally work outside of a typical office environment and may be exposed to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, and poor ventilation; underground, confined, or restricted workspaces; and heights more than five stories above ground level. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require local and statewide travel as necessary. Some positions may require frequent travel, including overnight travel.

Please Note: *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties, and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*

As a government body charged with improving the statewide administration of justice, the Judicial Council has multiple offices with diverse responsibilities relating to court policy and operations. As employees of the council, every member of staff should view and approach their work as one Judicial Council with a public service mission that is greater than the sum of its parts.