Electronic Technical Specialist Certification Program
UDOT 06C-64
Effective: March 10, 2008 Revised: August 24, 2016

Purpose
To establish a Certification and Incentive Program for Electronic Technical Specialists that recognizes and rewards technical skills, academic competence, longevity, and leadership skills at the Utah Department of Transportation (Department).

To establish uniformity in the administration of the Certification and Incentive Program for Electronic Technical Specialists.

To establish uniformity in qualifications required for hiring and advancement for Electronic Technical Specialists.

Policy
It is the policy of the Department to provide Electronic Technical Specialists with an opportunity to obtain up to a total of four one-step increases within the classification series of Electronic Technical Specialists I-III and two more one-step increases in the Electronic Supervisor or Manager positions through successful completion of a program of continuing education, training, and certification.

It is the policy of the Department to provide for the opportunity for advancement from Electronic Technical Specialist II to Electronic Technical Specialist III when:

1. Electronic Technical Specialist III positions have been authorized.

2. The candidate meets certain education, training, and certification requirements.

The Department will provide a training program for all Electronic Technical Specialist personnel. The Department will also administer tests and certifications to qualified personnel.

Background
The Department Traffic Policy Committee consists of the following:
Engineer for Operations
Engineer for Traffic and Safety
Traffic Management Engineer
Region One Traffic Operations Engineer
Region Two Traffic Operations Engineer
Region Three Traffic Operations Engineer
Region Four Traffic Operations Engineer
Responsibility: Engineer for Operations

Actions

1. Ensures that the Electronic Technical Specialist Certification Program develops employees who meet the operational requirements of the Department.

Responsibility: Traffic Management Engineer

2. Develop training and certification programs. Include technical advisors from the Regions and Traffic and Safety Division.

3. Coordinate and administer training required by Department Policy and Procedure.

4. Provide Region Traffic Operations Engineers with necessary resources and provides support for the certification process in the Regions.

5. Maintain Electronic Technical Specialist Certification Program certification database that tracks qualifications for advancement procedure.

Responsibility: Region Traffic Operations Engineer and Engineer for Traffic and Safety

6. Ensure that Electronic Technical Specialists are given the opportunity to train and progress.

7. Ensure that candidates for advancement meet the required qualifications and that only qualified employees are advanced.

Responsibility: Department Traffic Policy Committee

8. Develop and maintain specific procedures and requirements for Electronic Technical Specialist Certification Incentive Program.

9. Review in advance continuing education program proposed by individual Electronic Technical Specialists.
10. Review requests and supporting documentation for step increases proposed by supervisors of Electronic Technical Specialists and provides recommendations to Region, Division, and Group leaders.