



Television Specialist

Departmental Open

EXAM ID: 6TR40

Department:	Caltrans
Bulletin Release Date:	June 21, 2016
Final Filing Date:	July 08, 2016
Monthly Salary:	\$4,600.00 - \$5,758.00

INTRODUCTION

Caltrans is pleased to announce the posting of the Television Specialist examination. Employment from this examination may be offered in Districts 4 (Oakland), 7 (Los Angeles), and Sacramento County.

EQUAL EMPLOYMENT OPPORTUNITY

Caltrans is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free work place. All applicants will be expected to behave in accordance with this objective, as the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated on this announcement may apply for this examination.

FILING INSTRUCTIONS

The online Training and Experience Evaluation must be submitted by the final filing date listed on this bulletin. MAILED, FAXED, OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.

TO ACCESS THE ONLINE EXAMINATION VISIT:

<https://www.surveymonkey.com/r/6TR402016>

POSITION STATEMENT

Under direction, to plan, organize, direct and perform technical and professional work in connection with the writing and production of television and video tape-recorded programs; and to do other related work.

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for Caltrans in Districts 4, 7, and Sacramento County. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by the final filing date. You must certify during the online examination process that you read, understand, and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.

MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service performing the duties of a Motion Picture Assistant or Television Assistant.

Or II

Four years of broad technical experience in the production of television programming, including experience in television production, professional sound recording, and editing. (College level work in television, communications, or a related curriculum, may be substituted for up to two years of the required experience on a year-for-year basis.)

Click on the link below to review the California State Personnel Board class specification which contain the requirements for admittance to the exam:

<http://www.calhr.ca.gov/state-hr-professionals/Pages/5571.aspx>

EXAMINATION INFORMATION

This examination will consist of an online Training & Experience Evaluation weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Techniques of television production in order to produce a wide variety of audio and visual aid materials for communication purposes
2. Television photography in order to create and produce television and video recorded programs
3. Audio-visual principles and techniques for effective visual communication of ideas and concepts
4. Script Writing to conduct subject researches and develop scripts based on the most effective method of presentation
5. Television staging and lighting to produce quality audio/visual programs
6. Non-Linear editing methods and equipment to produce multi-media programs
7. Basic electronic theory to understand characteristics of various electronic media related equipment used
8. Television communication theory
9. Graphics software, such as Photoshop, Dreamweaver, Animation software, After Effects, and video editing software to visually communicate design concepts
10. Current industry standards, materials, practices and equipment used in the presentation of a wide variety of visual media

Skill in:

1. The use of audio-visual techniques including the editing process to produce completed videos
2. Utilizing video editing software, graphics software, presentation software, and word processing software in order to produce a wide variety of visual aid materials for communication purposes

Ability to:

1. Assume leadership and provide creativity in the planning, writing, and directing of video productions in support of departmental communication needs
2. Act independently in converting ideas and concepts into an effective audio-visual production using a wide variety of audio and visual aid materials
3. Develop innovative solutions to complex audio and visual communication problems in support of departmental communication needs
4. Analyze situations accurately and take effective action to stay in compliance with the project scope

5. Communicate effectively and work cooperatively with people and in situations requiring initiative, tact, and judgment
6. Read and write English at the level required for successful job performance
7. Work independently and manage workload demands with minimal supervision
8. Reason logically, analyze problems, and develop sound conclusions for successful job performance
9. Maintain positive, professional, and cordial relationships with department employees, the general public, and other external vendors including local news media
10. Focus camera(s) for successful job performance

SPECIAL PERSONAL CHARACTERISTICS

1. Artistic and creative ability
2. Normal hearing
3. Willingness to work outdoors on location possibly being subject to dirt, noise, uneven terrain, and/or extreme weather conditions
4. Vision correctable to 20/20
5. Full color vision to ensure that camera(s) are recording in color accurately and graphics are created using proper colors
6. Lift up to 40lbs
7. Ability to sit and stand for long periods of time

ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of a high school diploma or GED equivalent.

VETERANS' PREFERENCE

Veterans' Preference will be granted in the examination as it meets the requirements to qualify for Veterans' Preference.

CAREER CREDITS

Career Credits will not be granted in this examination.

CONTACT INFORMATION

For more information regarding this examination, please contact the examination receptionist at (916) 227-7858.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the testing department three weeks after the final filing date if he/she has not received his/her notice.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Caltrans reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis

Veterans' Preference: Pursuant to Assembly Bill 372, Veterans' Preference will be awarded as follows, starting January 1, 2014:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list.
2. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.
3. Veterans' Preference is not granted once a person achieves permanent civil service status (Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference).

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (CalHR Form 1093) which is available at <https://jobs.ca.gov/Public/Jobs/Veterans.aspx> or from the CalHR and the Department of Veterans Affairs.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to Caltrans, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.