



**TELEVISION SPECIALIST
PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS)
DEPARTMENTAL OPEN EXAMINATION - STATEWIDE
EXAM CODE: 8PABB
CONTINUOUS FILE EXAMINATION**

The State of California 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.

WHO MAY APPLY This is a **DEPARTMENTAL OPEN – Statewide Continuous File examination for the Public Employees' Retirement System (CalPERS)**. Anyone who meets the minimum qualifications as stated on this announcement may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply. Once you have taken the examination, **you may not reapply for twelve (12) months.**

FILING INSTRUCTIONS All applicants **must submit** a Standard State Application (678) with any required educational documentation (if applicable). Once your application has been verified as meeting the requirements for admittance to the examination you will be **emailed** the Training and Experience Examination link. Please be sure to include your current email address on your application.

Applications are available through the internet at <https://jobs.ca.gov/pdf/std678.pdf> and may be delivered in person or by mail. Incomplete applications or resumes alone will not be accepted. Applications sent via internet, faxed, or e-mailed **will not** be accepted for any reason. Applications received without the required documents will result in rejection from this examination.

Deliver in Person: Between 8 am - 5 pm

CalPERS
Human Resources Division
Exam Services Attn: Lisa Abila
400 P Street, 3rd FL, Room 3260, LPN
Sacramento, CA 95814

Mailing Address

CalPERS
Human Resources Division
Exam Services Attn: Lisa Abila
P.O. Box 942718
Sacramento, CA 94229-2718

PLEASE INCLUDE EXAM CODE 8PABB ON YOUR STATE APPLICATION. DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES OR THE STATE PERSONNEL BOARD.

FINAL FILING DATE CONTINUOUS FILE Applications will be accepted on a Continuous basis.

SPECIAL TESTING ARRANGEMENTS If you require special testing arrangements due to a verified disability, medical condition or religious accommodation, you will be able to request a reasonable accommodation during the exam filing process. Please mark the appropriate box #2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear to the test, contact the CalPERS Examination Unit at (916) 795-3065 or California Relay Service at 7-1-1, Telecommunications Device for the Deaf (TTY) at (916) 654-6336. TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

MONTHLY SALARY RANGE Minimum \$4,975 Maximum \$6,228

POSITION DESCRIPTION AND LOCATION Plans, organizes, and performs the technical and professional work required in producing television programs, including operation of television and video tape-recording production equipment; conducts subject research and develops scripts based on the most effective method of presentation; develops approach and production methods necessary to produce continuity and required story lines; directs the technical and artistic developmental of television programs including the preparation of artwork or animation, narration, dialogue, sound effects and music as required in the production; does creative editing; may select and direct film cast, narrators or other personnel involved in a production; may do still photography and processing.

Positions exist statewide in California. CalPERS positions exist in Sacramento only.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION It is your responsibility to make sure you meet the education and/or experience requirements as stated on this announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. Resumes will not be accepted in lieu of a completed State Application (STD 678). College course information must include: title, number of semester or quarter credits, name of institution, completion dates, and degree (if applicable).

All applicants must submit proof of the required education (if applicable) at the time of filing with the State Application (STD 678). Applications received without this information will be rejected.

EXAMINATION INFORMATION **TRAINING AND EXPERIENCE EXAMINATION WEIGHTED 100.00%**
The entire examination will consist of an evaluation of training and experience weighted 100%. The Training and Experience Examination is designed to elicit specific information regarding each candidate's Knowledge, Skills and Abilities relative to the testing classification. Responses to the examination will be assessed based on pre-determined rating criteria. All applicants must complete the entire examination. The examination process takes approximately one hour to complete. All competitors will be ranked competitively based on the responses. In

order to obtain a position on the eligible list, you must meet the examination requirements and must attain a minimum score of 70% on the examination.

NOTE: Be sure to include your current email address on your application. If you do not include your email address you will not receive the link to take the examination.

CalPERS and the California Department of Human Resources (CalHR) reserve 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.

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her state application. List all experience relevant to the "Minimum Qualifications" shown on this announcement even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

MINIMUM QUALIFICATIONS

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement when applying.

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.)

If you meet the educational requirement you must attach a copy of your transcript/degree (diploma) which shows the completed college requirement at the time of filing the application. If this information is not included, the application will be rejected.

DEFINITION OF TERMS IN MINIMUM QUALIFICATIONS

The words "**performing the duties of...**" means that the applicant must have the amount of experience in State civil service in the class specified (or on a training and development (T&D), or approved out-of-class assignment to the class.

EXAMINATION SCOPE

TRAINING AND EXPERIENCE - WEIGHTED 100.00%

Knowledge of:

1. Techniques of video and live event production.
2. Sound recording.
3. Photography and video recording.
4. Audio-visual principles and techniques.
5. Script writing.
6. Staging and lighting.
7. Editing methods and equipment.
8. Electronic theory.
9. Communication theory.
10. Aspects of web-based media communications.
11. Live audio-visual presentation techniques for all constituent related conferences and meetings.

Ability to:

1. Develop, create and produce professional quality video programming.
2. Operate a wide variety of video cameras and sound equipment.
3. Assume leadership and provide creativity in the planning, writing and directing of video and live event production.
4. Act independently in converting ideas and concepts into an effective combination of audio and visual impression on the screen.
5. Develop innovative solutions to complex audio-visual communication problems.
6. Analyze situations accurately and take effective action.
7. Work effectively with people and situations requiring initiative, tact, and judgment.
8. Speak effectively.
9. Read and write English at the level required for a successful job performance.

SPECIAL PERSONAL CHARACTERISTICS

Artistic and creative ability; willingness to travel throughout the State; and normal hearing.

CAREER CREDITS

Career Credits **will not** be granted in this examination.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the

top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

ELIGIBLE LIST INFORMATION

Names of successful candidates will be merged onto a CalPERS eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retest to reestablish eligibility. Competitors may retest after twelve (12) months. **CalPERS vacancies are in Sacramento. However, after 60 days the eligibility list can be used to fill vacancies statewide with other departments.**

CONTACT INFORMATION

If you have any questions regarding this announcement, please contact:

Lisa Abila (916) 795-1068

CalPERS Exam Services Unit

400 P Street, Suite LPN 3260

Sacramento, CA 95811

California Relay Service: (7-1-1)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

BRD: 4/13/2018

Class Code: 5571

Schematic Code: MD35

GENERAL INFORMATION

Applications are available at <https://jobs.ca.gov/pdf/std678.pdf> and local offices of the Employment Development Department.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Public Employees' Retirement System (CalPERS) reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. evaluation of a candidate's person development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification. <http://www.calhr.ca.gov/state-hr-professionals/Pages/5571.aspx>

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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 will be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotion, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 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.

Veterans Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veteran's Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR).

Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx> and the Department of Veterans Affairs.