



DIGITAL COMPOSITION SPECIALIST II

Exam Code: 9TR75

Department: State of California

Exam Type: Servicewide, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

DIGITAL COMPOSITION SPECIALIST II - \$5,025.00 - \$6,291.00 Range A per month
\$5,176.00 - \$6,480.00 Range L per month

[View the Digital Composition Specialist II classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **12** months.

Candidates that are unsuccessful in the examination must wait **six (6)** months from the testing date before reapplying to take the examination.

How To Apply:

This examination consists of an Education and Experience evaluation. Additional information is in the "Taking the Examination" section of this bulletin.

Special Testing Arrangements:

If you require special testing arrangements due to a verified disability or medical condition, please contact:

Department of Transportation (Caltrans)
Examinations Unit – MS 86
P.O. Box 168036
Sacramento, CA 95816-8036

Phone: (916) 227-7858
Email: AskExams@dot.ca.gov

California Relay Service: 7-1-1 (TTY and voice)

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

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

DIGITAL COMPOSITION SPECIALIST II

Equivalent to completion of the twelfth grade. **and**

Either I

One year of experience in the California state service performing the duties of a Digital Composition Specialist I, Range B.

Or II

Three years of experience in the application of page layout or graphic design software for use in the creation of forms, charts, business cards, letterhead, envelopes, newsletters, announcements, diagrams, brochures, or other publications.

Or III

Two years of experience in the application of page layout or graphic design software for use in the creation of forms, charts, business cards, letterhead, envelopes, newsletters, announcements, diagrams, brochures, or other publications; and possession of a postsecondary certificate of completion of a business or vocational course of study in page layout and/or graphic design software with an emphasis on publishing.

POSITION DESCRIPTION

DIGITAL COMPOSITION SPECIALIST II

The Digital Composition Specialist II is the full journey level for the series. Under direction, incumbents routinely perform complex work utilizing the full range of equipment and software applications. Incumbents consult with clients and make recommendations for creating the desired product. Incumbents independently import or scan text and graphics for manipulation and placement to create the desired effects.

The position is responsible for developing a product that is compatible with the chosen method/type of publishing/printing process. Incumbents are also expected to maintain high-tech equipment, troubleshoot software/hardware problems, and may work with programming/technician staff to resolve, develop, and implement procedures to maintain file integrity and version control, research new and updated software and fonts, make recommendations for purchases, assist in preparation for justifications, and train staff. Incumbents may also assume lead responsibilities as described above.

EXAMINATION SCOPE

This examination consists of the following components:

Education and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of an **Education and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score 3-4 weeks after submitting their completed STD. 678 State Application.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Proper punctuation, spelling, and grammar for reviewing and preparing all internal/external publications as required by job complexity
2. Basic printing typography including fonts, point sizes, and spacing for the creation of business cards and binder tabs
3. Advanced page layout software and computer operating systems for the preparation of print ready files
4. Basic printing and publishing terminology (i.e. file types, paper stocks, different printing/bindery types, etc.) for internal/external communications and job processing
5. Page design including pagination and graphical layouts for proper output of customer request
6. Basic mathematical computations required for scaling, percentages, image shifts, and multiple-up printing (N-up)
7. Inks, paper stocks, and other materials used in publication manufacturing processes required to interpret and determine the proper application needed to produce work request
8. Methods, equipment, and materials used in form design and layout techniques, composition, digital printing, scanning, and electronic publishing
9. Color Theory
10. Color separation and imposition to include color matching, saturation, and Red Green Blue (RGB) Cyan Magenta Yellow Black (CMYK)
11. Computer Software programs (i.e., Microsoft Office, Adobe Creative Suite, VersaWorks, and Access Database)

Ability to:

1. Communicate effectively with internal/external customers in person, over the phone and through email correspondence
2. Follow oral and written directions to perform all duties
3. Use specialized software applications (i.e., Prisma Prepare, Fiery, Adobe Creative Suite, VersaWorks, Access Database, etc.) in the composition of various publications
4. Convert and transmit electronic files from non-print to print ready files
5. Manage multiple and constantly changing work priorities
6. Read and write English at a level required for successful job performance
7. Prepare files for imaging
8. Identify software/hardware problems associated with the creation and production of text and graphics
9. Interpret job specifications
10. Select and apply page imposition
11. Create digital/hard copy proofs for client approval
12. Train other staff on software application and development of forms and publications
13. Consult with customers on proper file preparation for the publication process
14. Analyze critical and problematic situations and make recommendations for appropriate action
15. Color manipulations for the production of business cards, logos, and directories
16. Resize files to maximize requested print output for production of wide format printing (i.e., posters, banners, vinyl, etc.)

ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the **DIGITAL COMPOSITION SPECIALIST II** classification will be established for the State of California (all State of California departments, statewide).

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **12 months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans' Preference status is verified by the California Department of Human Resources (CalHR). Information on this program and the [Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits will not be added to the final score of this examination.

EXAMINATION INFORMATION

This examination will utilize an evaluation of each candidate's experience and education (E&E) 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 (STD. 678). List all experience relevant to the "Minimum Qualifications" that are listed in the Class Specification above.

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

Candidates are required to submit by postal mail a completed [Standard State Application \(STD.678\)](#).

Applications (STD 678) must be received or postmarked no later than the cut-off date. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application. Faxed or E-mailed applications will NOT be accepted. **THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.**

Caltrans does not accept resumes in lieu of the STD.678 State Applications. Please send the required documents listed above in order for your examination to be processed in a timely manner, incomplete submissions may cause your examination to be delayed.

File by Mail

Department of Transportation (Caltrans)
Examinations Unit – MS 86
P.O. Box 168036
Sacramento, CA 95816-8036

File in Person

Department of Transportation (Caltrans)
Examinations Unit – MS 86
1727 30th Street, 1st Floor Lobby
Sacramento, CA 95816-8036

TESTING DEPARTMENTS

State of California (all State of California departments)

CONTACT INFORMATION

Department of Transportation (Caltrans)
Office of Selection Services - Examinations Unit
P.O. Box 168036
Sacramento, CA 95816-8036

Phone: (916) 227-7858

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EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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 State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because 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.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

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 in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) 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 applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, 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) servicewide 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.

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