

Digital Composition Specialist Series

California State Personnel Board Specification

Series established January 19, 2000

Scope

This series specification describes three classes in the California state service that electronically produce a finished product for digital and print publication, display or on-line usage, utilizing text, graphic art work, and all other elements needed.

Schem Code	Class Code	Class
RH88	7255	Digital Composition Specialist I
RH86	7256	Digital Composition Specialist II
RH84	7258	Digital Composition Specialist III

Digital Composition Specialist Series Specification - Class Titles and Codes

Definition of Series

Digital Composition Specialist positions utilize a variety of typesetting, page layout, graphic, and scanning software operating on multiple computer platforms in the preparation and layout of forms, publications, brochures, and other display materials. Incumbents work from copy or digital media to plan and prepare camera-ready copy or electronic files for the traditional or digital publication of forms, charts, diagrams, publications, brochures, etc. Incumbents may consult with clients to determine an agreed-upon end product and make recommendations for proper job specifications and design/layout enhancements. Incumbents exercise a great deal of independence through the operation and manipulation of a variety of hardware and software applications in the development of print and digital publications; and do other related work.

Definition of Levels*

Digital Composition Specialist I

The Digital Composition Specialist I is the entry and first working level for the series. Under general supervision,

* Additional information regarding functions performed, complexity factors, and scope of responsibility is contained in a separate document titled "Allocation Guidelines."

incumbents perform the less complex work and prepare camera-ready copy for the traditional or digital publication of forms, charts, diagrams, documents, brochures, and other printed material. The level of complexity of the work and utilization of sophisticated software applications will increase as incumbents become knowledgeable to effectively and efficiently produce the desired product.

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.

Digital Composition Specialist III

The Digital Composition Specialist III is the advanced journey level of the series. Under direction, incumbents perform the most complex work utilizing high-end software and a variety of equipment in developing layout formats for final publication to meet client specifications. Typical tasks include, but are not limited to, reviewing electronic files and assigning or editing color elements according to specifications; electronically making full range color corrections of full color pictures as directed by the client; reviewing trapping requirements for multicolor and 4-color process work; performing basic programming that guide the user in preparing "intelligent" electronic forms; may encode documents to create coded programs which describe page layouts; and reformatting documents for placement on the Internet. Incumbents exercise the highest degree of judgment in determining the most appropriate technique, preparation, and set up of the electronic file for production, and understanding the key variables to be adjusted. The Digital Composition Specialist III is the troubleshooter for identification of publication problems.

Minimum Qualifications

All Levels:

Equivalent to completion of the twelfth grade.

Digital Composition Specialist I

EITHER I

Six months of education/experience in the California state service performing the duties equivalent to a Word Processing Technician, Range A, within a printing, publishing, duplicating, reproduction, layout, or imposition related field.

OR II

Six months of varied experience in the application of page layout or graphic design software for use in the creation of publications.

OR III

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 applications.

Digital Composition Specialist II

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.

Digital Composition Specialist III

EITHER I

One year of experience in the California state service performing the duties of a Digital Composition Specialist II.

OR II

Four years of broad and extensive 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

Three years of broad and extensive 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.

Knowledge and Abilities

Digital Composition Specialist I

Knowledge of: Proper punctuation, spelling, and grammar; basic printing typography including fonts, point sizes, and spacing; page layout software; computer operating systems; basic printing and publishing terminology; proper equipment maintenance; page design; basic mathematical computations; basic principles, capabilities, and operation of computer systems; inks, paper, and other material used in publication manufacturing processes; preparation of materials to be used in publishing.

Ability to: Communicate effectively; learn and apply office policies, rules, regulations, and procedures; follow oral and written directions; use specialized software applications in the composition of various publications; convert and transmit electronic files; respond to multiple work priorities.

Digital Composition Specialist II

Knowledge of: All of the above, and methods, equipment, and materials used in form design and layout techniques, composition, offset printing, and electronic publishing; color theory; color separation and imposition; computer networks.

Ability to: All of the above, and independently plan, typeset, and prepare copy for publication; prepare files for imaging; identify software/hardware problems associated with the creation and production of text and graphics; interpret job specifications; select and apply page imposition; maintain output devices and may calibrate if necessary; create files suitable for electronic publishing; create digital proofs for client approval; train other staff on software application and development of forms and publications; consult with customers on proper file preparation for the publication process; analyze critical and problematic situations and make recommendations for appropriate action.

Digital Composition Specialist III

Knowledge of: All of the above, and color separations for 4-color process printing; basic computer programming techniques; basic relational databases.

Ability to: All of the above, and discern key issues from complex production problems and develop or negotiate effective solutions; identify system/equipment incompatibilities; instruct customers in all technical aspects of file preparation; perform complex electronic file conversions; perform basic programming.

Special Personal Characteristics

All Levels:

Willingness to work at night and overtime; color vision sufficient to perform the essential functions of the job; work as a member of a team; and work cooperatively and interact courteously with all levels of staff, customers, vendors, and other parties.

Class History

Class	Date Established	Date Revised	Title Changed
Digital Composition Specialist I	01/19/2000	--	--
Digital Composition Specialist II	01/19/2000	--	--
Digital Composition Specialist III	04/30/1981	01/19/2000	01/19/2000

Digital Composition Specialist Series History - Dates Established, Revised, and Title Changed

Updated 6/3/2012