

Director, Television Communications Center Series

California State Personnel Board Specification

Series established December 17, 1996

Scope

This series specification describes two classes used in the specialized, technical field of television and video production.

Entry into this series is typically from outside State service or from other State classes performing duties in support of television and video production.

Schem Code	Class Code	Class
MD45	5684	Director, Television Communications Center (Specialist)
MD55	5694	Director, Television Communications Center (Supervisor)

Director, Television Communications Center Series Specification - Class Titles and Codes

Definition of Levels

Director, Television Communications Center (Specialist)

Under direction, this specialist level plans, organizes, and directs the technical and professional work performed in producing videotaped communications and training programs; reviews technical reports and scripts of videotaped productions and completed videotaped productions for content and style; develops television communication programs supportive of departmental goals; proposes guidelines and develops procedures for implementing the use of television communications media in programs throughout the State; trains others in proper production techniques; consults with persons requesting videotaped production service to determine how their needs can best be met; and does other related work.

Incumbents at this level have no supervisory responsibility, but may serve as a lead to other persons employed in the Department's Television Communications Center.

Director, Television Communications Center (Supervisor)

This is the working supervisor level. Incumbents plan, organize, and direct the activities of the persons employed in the Department's Television Communications Center and the technical and professional work performed in producing videotaped communications and training programs; reviews technical reports and scripts of videotaped productions and completed videotaped productions for content and style; develops television communication programs supportive of departmental goals; proposes guidelines and develops procedures for implementing the use of television communications media in programs throughout the State; trains others in proper production techniques; consults with persons requesting videotaped production service to determine how their needs can best be met; and does other related work.

Minimum Qualifications

Director, Television Communications Center (Specialist)

EITHER I

Four years of experience in motion picture or television communications production.

OR II

One year of experience performing the duties of a Chief Engineer and Production Consultant, Television Communications Center, in the California state service.

OR III

Three years of experience performing the duties of a Television Specialist in the California state service.

Director, Television Communications Center (Supervisor)

EITHER I

Four years of experience in motion picture or television communications production, at least one year of which must have been in an administrative or supervisory capacity.

OR II

One year of experience performing the duties of a Chief Engineer and Production Consultant, Television Communications Center, in the California state service.

OR III

Three years of experience performing the duties of a Television Specialist in the California state service.

Knowledge and Abilities

Both Levels:

Knowledge of: Television communications production and direction; principles of effective speaking; and principles of effective training.

Ability to: Evaluate the video and audio components of a television communications production; establish and maintain cooperative relationships with others; prepare and direct the preparation of correspondence and comprehensive and objective reports; analyze situations accurately and take effective action; and conceive and develop creative uses of the Television Communications Center.

Director, Television Communications Center (Supervisor)

Knowledge of: All of the above, and principles of effective supervision; principles of budget preparation; and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment.

Ability to: All of the above, and plan, organize, and direct the work of others; prepare a budget; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Special Personal Characteristics

Both Levels:

Willingness to travel throughout the State; demonstrated administrative and leadership ability.

Class History

Class	Date Established	Date Revised	Title Changed
Director, Television Communications Center (Specialist)	05/20/1975	12/17/1996	12/17/1996
Director, Television Communications Center (Supervisor)	12/17/1996	--	--

Director, Television Communications Center Series History - Dates Established, Revised, and Title Changed

Updated 6/3/2012