

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Graphic Designer I	OFFICE/BRANCH/SECTION 04/Admin./Business Mgmt./Audio-Visual Graphic Services	
WORKING TITLE Graphic Designer I	POSITION NUMBER 904-051-2884	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of a Chief of Audio/Visual Graphic Services, a Staff Services Manager I, the incumbent is responsible for working under strict time-frames and budgets to assist in the design, creation, storage and outputting computer files used to produce newsletters, brochures, maps and graphic communication material.

TYPICAL DUTIES:

Percentage		Job Description
35%	E	Using computer and/or conventional techniques, creates maps, graphic materials for presentations, District Web sites, media events and internal management materials.
35%	E	Creates appropriate illustrations, including drawings, maps, charts, and graphs; use photographs for inclusion in publications, reports, and displays; digitizes images for use in computer generated graphics.
25%	E	Under direction assists in laying out multicolor, multi-page publications; adapts maps, charts, graphs, drawing, and other materials to needs; utilizes various media and instruments to achieve desired effects; prepares final digital art work for printing, traditional cut and paste, mounting of exhibits. Print large format digital art for display or presentation purposes.
5%	M	May suggest editorial changes in narrative materials to increase visual appeal of layout; suggest and select art supplies for purchasing.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This is a rank and file position - no supervision exercised over others.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Understanding of the print production process and computer graphic programs. A well-developed sense of prioritization/organization, a positive team spirit and familiarity with a fast-paced dynamic environment will be key to success.

Experience in Macintosh or PC based software such as InDesign, PageMaker, PhotoShop, Illustrator, Word and PowerPoint. The ability to conceptualize and create various graphic designs, produce artwork from rough to clean comp/finished stage, and handle multiple projects under strict deadlines is essential. The ability to communicate effectively verbally as well as in writing.

The Graphic Designer I requires knowledge of current materials, practices and equipment used in the presentation of a wide variety of visual media. Requires ability to work independently and with staff members. Ability to locate and contact outside vendors and suppliers for procuring. Also requires ability to maintain accurate files, organize work, and discern priorities, exercise sound judgment within established guidelines. Ability to operate and functionally utilize current computer technology and software in a cross platform (PC & Macintosh) environment. Positive team spirit and flexibility to fit within a fast paced dynamic environment will be an asset.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Graphic Designer I is responsible for the accuracy and timeliness of all completed assignments. Delayed completion, poor judgment and inaccuracy of an assignment can adversely affect decision making, project delivery.

PUBLIC AND INTERNAL CONTACTS

Graphic Designer I will be involved in frequent discussions with co-workers and clients from all Units and of all levels of the Department, concerning scheduling and completion of their requested projects. Public contact is limited to vendors. The incumbent is expected to maintain positive and cordial relationships with the Department employees and external vendors.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to sit and operate for long periods of time while utilizing a PC, including a keyboard, mouse, and video display terminal. Must have good vision and be able to see in color.

Incumbent must be able to concentrate in order to review and complete projects to meet strict deadlines. Must be able to organize and prioritize complex tasks. Needs to adapt to change in priorities, and to complete assignments with short notice. Ability to adjust rapidly to new situations warranting attention and resolution, and to multi-task.

Must be emotionally stable. Ability to remain calm in stressful situations while dealing with coworkers and clients. Must be tactful and treat others with respect.

WORK ENVIRONMENT

Employee will work in climate controlled and artificially lit environment. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

Overtime may be required and vacations may be restricted during peak times and/or lack of coverage.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE