

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Graphic Designer II	04/Admin./Business Mgmt./Audio-Visual Graphic Services	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Graphic Designer II	904-051-2885	

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, the incumbent is responsible for working under strict time-frames and budgets to independently design and create conventional and computer graphics; store and output computer files used to produce difficult newsletters, brochures, maps and graphic communication material. Utilizing your experience with print production and design, you will serve as an overall consultant for promotional literature. Incumbent will perform other related work as required.

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
40%	E	Using computer and/or conventional techniques, creates maps, graphic materials for presentations, District web sites, media events and internal management materials.
		Reads and researches narrative materials and independently determines the need for, and conceives and creates appropriate illustrations, including drawings, photographs, maps, charts, and graphs; selects photographs for inclusion in publications, reports, and displays; meets and consults with program and administrative staff members in planning publications, technical reports and public information presentations.
40%	E	Using computer and/or conventional techniques, independently designs and lays out complex, multi-color, multi-page publications; adapts maps, charts, graphs, drawings, and other materials as needed; utilizes various media and instruments to achieve desired effects; prepares final digital art work for printing; prepares detailed specifications and instructions and provides coordination with service units for reproduction and printing.
		Prepares 3-dimensional exhibits; designs and prepares art work for video, Internet/Intranet, slides and other materials to be reproduced by photographic processes.
15%	E	In an advisory capacity, confers with and provides general consultation on art techniques, media and materials, and may make presentations to departmental staff members and representatives.
5%	M	May keep usage, cost and billing records; suggests and may be authorized to make editorial changes in narrative materials to increase visual appeal of layout; selects and may purchase or requisition art supplies.

<sup>1</sup>ESSENTIAL 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 position does not supervise other employees.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of Macintosh or PC based software such as InDesign, PhotoShop, Illustrator, Word, Excel and Powerpoint are a must. Incumbent is required to have knowledge of current materials, practices and equipment used in the presentation of a wide variety of visual media. The ability to conceptualize and create various graphic designs, produce artwork from rough to finished stage, and handle multiple projects under strict time constraints is essential.

Ability to operate and functionally utilize current computer technology and software in a cross platform (PC and

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Macintosh) environment is required. Thorough understanding of the print production process is also needed.

Ability to locate outside vendors for procuring supplies and services is desirable. Incumbent is required to have the ability to maintain and keep files updated, organize work, and discern priorities, exercise sound, independent judgment within established guidelines. Positive team spirit and flexibility to fit within a fast paced dynamic environment will be an asset.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent 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 II 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.

**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