

June 10, 2015



JOB OPPORTUNITY

If it's a challenging position you're looking for, we have the ideal job for you.

CLASSIFICATION: *GRAPHIC DESIGNER II*

TENURE/TIME BASE: *PERMANENT/FULL TIME*

SALARY: *\$3,779 - \$4,731*

SUMMARY: Under the supervision of the Deputy Director and direction of the Public Information Officer, the Graphic Designer II is responsible for all aspects of design and production of the agency's varied and multiple publications through the application of graphic design, desktop publishing, and media development principles. Duties include, but are not limited to:

DUTIES:

Graphic Design Using Adobe software of Illustrator, InDesign, and Photoshop, on a PC platform: plan, design, and produce agency communication materials for print and online platforms. Conceptualize and create a high level of complex design and production for a complete range of outreach, including, but not limited to, brochures, flyers, ads, postcards, posters, reports, awards, business cards, letterhead, social media graphics, signage, handouts, forms, invitations, online banners, etc. Participate in the creation of visual concepts for web development and social media campaign development. If needed, design templates, forms, reports, and tables in Microsoft Office applications. Ensure all projects are completed in a timely fashion. Consult with staff on design and layout of all design materials. Review narrative material and create appropriate illustrations and graphic interpretations. Review and recommend use of new and innovative media platforms and design applications and tools.

Media & Interactive Design Create digital experiences across multiple channels that are consistent with the brand, easy to interact with, and visually exciting. Conceive, design, and edit promotional videos; create animated illustrations and advertisements; and design interactive data visualization experiences and graphics. Stay up to date on media design best practices and introduce new strategies and concepts to the agency.

Branding Maintain visual elements of agency's brand. Act as in-house contact for public requests for formatting and distribution of agency logo and branded materials. Create and maintain style guides, and coordinate agency-wide branding compliance.

Presentation Design Create visual digital presentations using Microsoft PowerPoint and applications such as Prezi, sourcing videos and images and creating original graphics and illustrations. Prepare printed presentations, handouts, and booklets. Interpret talking points and evaluate and edit work of presentation contributors. Research presentation subjects in order to effectively communicate complex ideas. Provide copywriting support as needed.

Printing and Photo Archives Coordinate production of printed materials and ensure high-quality printing output. Write detailed instructions for printing providers. Conduct in-house printing jobs using agency resources. Manage photography assets and maintain photo archive.

Miscellaneous Act as Lead Person over students or contracted personnel supporting graphic design functions.

DESIRABLE QUALIFICATIONS:

- Knowledge of graphic design and media arts principles and practices.
- Advanced experience using Adobe software including but not limited to Illustrator, InDesign, and Photoshop.
- Experience with digital camera and video including digital photo and video editing.
- Experience with presentation creation and platforms such as PowerPoint and Prezi.
- Knowledge and experience with various online platforms including social media, video platforms, blogs, websites, etc.
- Visual acuity and color vision sufficient to successfully perform the job; and creative ability.
- Ability to organize thoughts clearly and develop effective visual designs and presentations.
- Ability to work in a fast paced environment with ever changing priorities.
- Effective time management skills and the ability to manage multiple tasks.
- Strong interpersonal skills and the ability to work independently and as part of a team.

APPLICATION PROCESS:

If you're new to employment with the State of California, you must pass an open examination before applying for job openings. More information on the process can be found at: <https://jobs.ca.gov/>

Interested individuals who currently work for the state of California, either as an **Graphic Designer II** or in some other classification that is eligible to transfer into the **Graphic Designer II** classification; former California state employees who can reinstate into this classification, and/or persons who are reachable on a current employment list for the **Graphic Designer II** classification are eligible to apply.

All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the classification. To view the Minimum Qualifications, please review the classification specification at <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx> and enter the Classification Code or class title you wish to review. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined a list eligible applicant does not meet the minimum qualifications, the application will be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.

SROA and Surplus candidates are encouraged to apply. Appointment is subject to SROA and State Surplus policies. Surplus candidates must submit a copy of their surplus status letter.

All methods of appointment, including Training and Development (T&D) Assignments will be considered and a 120-day candidate pool will be established for subsequent vacancies.

All interested applicants **must submit:**

1. A standard State Examination/Employment **Application** form (STD 678, Rev. 10/2013) **with**

original signature. Applications must **clearly indicate** position #352-120-2885-XXX and **the basis of eligibility** (list, transfer, SROA, Surplus, Re-employment, Reinstatement or Training and Development Assignment).

2. A **resume**.
3. All required **supporting documents** for the classification as identified in the classification specification (i.e. transcript/diploma, license and/or required certificate).

Failure to do so may result in not being considered for an interview.

Application packages may be submitted to the:

California State Library
Human Resources Services Office
Attention: Angela Duprey
P.O. Box 942837
Sacramento, CA 94237-0001

Applications may also be delivered in person to the HRSO Drop Box, Library Building, 900 N Street, on the first floor. The STD 678 can be accessed through the CalHR website at www.CalHR.ca.gov.

Applications will be screened and evaluated based on eligibility and desirable qualifications and only the most qualified applicants will be considered for an interview.

Final Filing Date: June 26, 2015

EQUAL OPPORTUNITY EMPLOYER

The State of California and the California Arts Council is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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.

It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment is expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the state, the rules governing civil service and the special trust placed in public servants.