



GRAPHIC DESIGNER III (Position is in San Francisco) Open Examination

CPUC

California Public Utilities Commission

Exam #: 3UC04

Class Code: 2886

Min. Salary: \$4367/mth

Max Salary: \$5309/mth

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVICE.

HOW TO APPLY

You may access the application on line at: <http://www.cpuc.ca.gov/PUC/jobs/>

If you have a disability and need special testing arrangements, mark the appropriate box on Question 2 of the "Examination and/or Employment Application." We will contact you to make specific arrangements that are convenient for you in advance of the examination.

FINAL FILING DATE: April 19th, 2013

Applications must be **received online** by the final filing date. Applications received after the final filing date will not be accepted. Do not submit your application to the State Personnel Board.

THE POSITION – General Description

This is the advanced journey level in the Graphic Designer series. Incumbents create and produce materials and/or publications at the highest level for print, on-line publishing, multimedia, and other mediums. Incumbents in this class serve as high-level specialists responsible for the development and production of the most complex graphic design work. Prepares and produces a variety of projects such as brochures, newsletters, fact sheets, posters, annual reports, calendars, etc. based on verbal or written instructions and rough sketches. Stays up-to-day with knowledge of the current and new technology involving computer, software, printers, scanners and other related peripherals pertaining to the field including web, high resolution PDF, prepress/production; coordinates with printers and various vendors to ensure that projects are produced according to client specifications; and does other job relate work as required.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION - MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates that possess qualifying experience amounting to 50% of the required time in Pattern I, and additional experience amounting to 50% of the required time in Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

Experience: One year of experience in the California state service as a Graphic Designer II.

Or II

Experience: Three years of experience in concept development, consulting, page layout, drawing, photo editing, color correction, file preparation, on-line publishing, multimedia, and other mediums;

AND

Education: Successful completion of a total of 30 semester college units with a minimum of six units in the following areas: graphic design theory, graphic computer software, and printing technology. (One year of additional experience can be substituted for one year of college.)

EXAMINATION INFORMATION

The first stage in the selection process is the employment application and supplemental questionnaire (weighted pass/fail). **Applications submitted without a completed supplemental questionnaire will not be given further consideration.** Meeting the minimum qualifications does not guarantee advancement to the interview. Only those applicants who pass the supplemental questionnaire will be invited to the interview.

The oral interview exam (weighted 100%). In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the examination process. Candidates who do not appear for their scheduled examination will be withdrawn from the examination process.

The CPUC reserves the right to modify the selection process as necessary to conform to administrative or business necessity.

QUALIFICATIONS APPRAISAL INTERVIEW WEIGHTED 100%

The interview may include the following:

Knowledge of:

1. Graphic Design software such as Adobe InDesign, Adobe Photoshop and Adobe Illustrator.
2. State-of-the-art graphic design techniques.
3. Basic printing procedures with in-house and external vendors.
4. Printing process and setting up appropriate files for the printer.
5. Computer platforms (Windows or Macintosh) and proficient in at least one.
6. Designing and producing a variety of projects, including multiple page publications.
7. Design elements, page layout and color models.

Ability to:

1. Maintain effective working relationships.
2. Troubleshoot within graphics application software.
3. Interact effectively with different individuals and personalities.
4. Communicate effectively with others orally and in writing to ensure that projects are completed according to the specifications of both the designer and the client.
5. Work across different mediums: print, electronic, etc.
6. Be creative and take initiative on one's own design ideas.
7. See a project from start to finish and ensure that the work is completed as promised.
8. Manage multiple projects and changing priorities.
9. Manage one's time effectively.
10. Produce proofs of electronic files for print.
11. Scan, manipulate and edit photos.

ELIGIBLE LIST INFORMATION

A list of eligible candidates will be established for the California Public Utilities Commission. The list will be effective for at least 12 months and up to 48 months to meet the needs of the Commission. We will not allow candidates who attain list eligibility to transfer their name to another agency's list.

GENERAL INFORMATION

Applications are available at <http://www.cpuc.ca.gov/PUC/jobs/onlineemp.htm>, the State Personnel Board office, local offices of the Employment Development Department, and the Human Resources office of the California Public Utilities Commission.

If you meet the requirements stated above, you may take this competitive examination. Possession of the entrance requirements does not ensure a place on the eligible list. All candidates passing the examination will be ranked according to score.

The California Public Utilities Commission reserves the right to revise the examination plan to better meet the needs and service of the Commission. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Examination Locations: CPUC examinations are typically given in San Francisco. However, there are instances when examinations are given in such places in California as the number of candidates and conditions warrant.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel may consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the candidate's experience. Evaluation of a candidate's personal development will include consideration of own training needs, plans for self-development, and the progress the candidate has made towards self-development.

Veterans' preference points will be added to the final score of all competitors who are successful in this examination and who qualify for and have applied for these points. Due to changes in the law, which were effective January 1, 1996, veterans who achieve permanent civil service status are not eligible to receive veteran's points.