

WEB SPECIALIST SERIES

<u>Code No.</u>	<u>Occ. Class Title</u>	<u>Work Prob.</u>		<u>Effective</u>	
		<u>Area</u>	<u>Area</u>	<u>Period</u>	<u>Date</u>
3306(3296)	Web Specialist I	02	738	6 mo.	04/30/01
3307(3296)	Web Specialist II	02	738	6 mo.	04/30/01
3308(3296)	Web Specialist III	02	738	6 mo.	04/30/01

Promotional Line: 357

Series Narrative

In coordination with designated administration, design, create, implement, and maintain university or agency web pages. Upper level positions of the series are also involved in programming, coordinating, and maintaining web sites and services.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Web Specialist I

3306

Employees at this level work under direct supervision and perform entry-level web page structure and design duties.

A Web Specialist I typically –

1. design, creates, modifies, and updates web pages
2. may design graphics for web pages
3. converts documents to proper web page format
4. maintains web pages including adding, removing, uploading and downloading files; checks web pages for broken links and initiates search for replacement pages
5. complies with applicable standards of the university or agency web pages
6. provides first-level user support
7. prepares and converts audio and video programs for delivery on the Internet
8. creates content using digital cameras/scanners and other digital media equipment
9. performs other related duties as assigned

Level II: Web Specialist II

3307

Employees at this level work under general supervision and perform intermediate-level web page structure and design duties.

A Web Specialist II typically –

1. advises unit and campus staff on the design and authoring of web pages
2. creates web-based electronic forms
3. creates animated, dynamic, and/or secure web pages, and interactive data entry, utilizing advanced web-related languages
4. designs graphics for web pages
5. designs and implements web-based access to databases
6. researches and installs web related software
7. provides front end and back end web support
8. designs, codes, tests, and implements web-based computer programs in developmental and maintenance modes
9. researches and resolves web-based application production problems
10. leads subsystem designs and participates in web-based system design projects
11. provides intermediate-level user support
12. assist in the design and maintenance of web-based e-commerce solutions
13. provides training on web-based solutions
14. performs other related duties as assigned

Level III: Web Specialist III

3308

Employees at this level may work under administrative direction and perform and/or supervise advanced web page structure and design duties.

A Web Specialist III typically –

1. evaluates tools to create web content
2. designs web-based e-commerce in consultation with end-users
3. responsible for overall web-based system integration
4. provides advanced-level user support
5. may configure/administer web servers
6. monitors compliance with standards and may monitor web content

7. develops, recommends and implements project management procedures for creating, updating, maintaining and administrating web sites
8. coordinates with other departments to effect changes in the content, quality and style of the web site or graphic art material
9. attends meetings associated with web site
10. may supervise lower level staff
11. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Web Specialist I

3306

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Any one or any combination of the following types of preparation:
 - (a) college/vocational/technical training with a concentration in computer science, graphic design, journalism, english, technical communication or related fields
 - (b) work experience in web page preparation, design, and maintenance (i.e., HTML text editors and HTML graphical editors, graphics programs and digital media equipment)

that totals 1.0 unit according to the following conversion rates:

30 semester hours of "a" = 1.0 unit

6 months of "b" = 1.0 unit

Amounts of experience or training less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

3. 6 months of work experience in web page preparation, design, and maintenance (i.e., HTML text editors and HTML graphical editors, graphics programs and digital media equipment) IN ADDITION to requirement #2.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Knowledge of web coding and web authoring tools
2. Ability to communicate ideas effectively both verbally and in writing

Level II: Web Specialist II**3307**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Possession of education/experience requirement listed for the Web Specialist I
2. Any one or any combination of the following types of preparation:
 - (a) college/vocational/technical training with a concentration in computer science, graphic design, journalism, English, technical communication or related fields
 - (b) work experience in web page preparation, design, and maintenance (i.e., HTML text editors and HTML graphical editors, graphics programs and digital media equipment)

that totals 1.0 unit according to the following conversion rates:

30 semester hours of "a" = 1 unit

12 months of "b" = 1.0 unit

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Knowledge of web coding and web authoring tools
2. Ability to communicate ideas effectively both verbally and in writing

Level III: Web Specialist III**3308**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Possession of education/experience requirement listed for the Web Specialist II
2. Any one or any combination of the following types of preparation:
 - (a) college/vocational/technical training with a concentration in computer science, graphic design, journalism, English, technical communication or related fields
 - (b) additional work experience at or comparable to Level II of this series

that totals 1.0 unit according to the following conversion rates:

Bachelor's degree (or 120 semester hours) of "a" = 1 unit

24 months of "b" = 1.0 unit

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Knowledge of web programming languages and databases
2. Ability to communicate ideas effectively both verbally and in writing

3. Ability to supervise

Web Specialist I	New
Web Specialist II	New
Web Specialist III	New