

DIGITAL IMAGING SPECIALIST SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>	<u>Last Action</u>
4845	Digital Imaging Specialist I	02	660	6 mo.	07/01/08	Rev.
4846	Digital Imaging Specialist II	02	660	6 mo.	07/01/08	Rev.

Promotional Line: 301

Series Narrative

Employees in this series work in a networked environment to prepare and produce digital images for multimedia applications, electronic presentations and output to film or print. Their work may be incorporated into computer-based presentations, slides, web pages, or video/television productions.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Digital Imaging Specialist I

4845

Employees at this level perform duties involving complex techniques in a full range of digital imaging and processing. They work under direct supervision of other personnel.

A Digital Imaging Specialist I typically –

1. operates computer hardware and software to create and output computer-generated slides and digital presentations, prints and related content
2. performs quality control for both computer-generated images and film processes
3. participates in the operation and maintenance of electronic and mechanical equipment, photographic processors, film recorders and digital printers
4. works with higher level personnel to develop and modify techniques to utilize new materials and equipment or to implement new processes related to digital imaging
5. processes film using both manual and mechanical methods
6. operates enlargers and processors to produce prints
7. mounts slides using automatic and manual mounters
8. selects and manipulates backgrounds and text for slides and digital presentations
9. scans, resizes, retouches and color corrects film and print images for use in presentations
10. provides cost and time estimates for projects
11. performs other related duties as assigned

Level II: Digital Imaging Specialist II**4846**

Employees at this level typically perform highly complex digital imaging tasks. They work under general supervision.

A Digital Imaging Specialist II typically –

1. operates computer hardware and software requiring a high level of technical expertise to create and output computer-generated slides and digital presentations, prints and web related content
2. maintains electronic and mechanical equipment including film recorders, photographic processors, and digital printers
3. resolves or advises on complex imaging problems and or projects that may have multiple applications or when other complex production issues are involved
4. helps resolve problems for clients when a higher level of technical knowledge is required
5. assists lower level imaging specialists with technical solutions or with finding outside resources needed to complete projects
6. may assist in the interviewing and hiring process for lower level imaging specialists
7. makes recommendations to supervisors on equipment and software needs
8. modifies existing images to create highly technical and complex digital images
9. scans images and performs highly complex retouching of images
10. produces/coordinates the production of multimedia projects
11. may perform the duties of lower-level positions
12. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR:**Level I: Digital Imaging Specialist I****4845****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. Any one or any combination totaling 1 year (12 months) from any of the following categories:
 - (a) credit for progressively more advanced college course work that would lead to a Bachelor's degree in a communications production related field
 - 60 semester hours or an Associate's degree or higher equals 1 year (12 months)
 - (b) Progressively more responsible work experience and/or on the job training that provided knowledge of advanced practices and methods of digital imaging and processing.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Knowledge of computers and digital imaging related software
2. Knowledge of photographic processes and equipment
3. Basic skill in the maintenance of computer hardware and film recorders

Level II: Digital Imaging Specialist II**4846**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or any combination totaling 1 year (12 months) from any of the following categories:
 - (a) credit for progressively more advanced college course work that would lead to Bachelor's degree in a communications production related field
 - 60 semester hours or an Associate's degree or higher equals 1 year (12 months)
 - (b) Progressively more responsible work experience and/or on the job training that provided knowledge of advanced practices and methods of digital imaging and processing.
2. Two years of digital imaging experience consistent with the Digital Imaging Specialist I of this series that included experience involving solving complex problems, performing highly complex imaging functions, and complex image retouching.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Knowledge of complex, computer-based digital imaging processes and procedures
2. Skill in dealing with a variety of persons (such as clients, vendors and lower level staff)
3. Skill in operation of current technology to provide client with effective products
4. Skill in solving highly technical imaging problems