Graphic Designer III

Exam Code: 4HP11

Department: State of California
Exam Type: Servicewide, Open
Final Filing Date: Continuous

CLASSIFICATION DETAILS

Graphic Designer III – Range A - $5,924 - $7,417 per month
Range L - $6,100 - $7,638 per month

View the **Graphic Designer III** classification specification at [Graphic Designer Consolidated Series - CalHR](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous, application packages will be processed monthly.

The Year 2024 Cut-Off Dates Will Be:

- **January 11, 2024**
- **February 8, 2024**
- **March 14, 2024**
- **April 11, 2024**
- **May 9, 2024**
- **June 13, 2024**
- **July 11, 2024**
- **August 8, 2024**
- **September 12, 2024**
- **October 10, 2024**

- **November 14, 2024**
- **December 12, 2024**

Applications (STD. 678, Examination / Employment Application, Rev. 10-23 or later) must be **POSTMARKED** no later than the cut-off date. Applications postmarked or personally delivered after the cut-off date will be held for the next administration of the examination. **Application packages will be processed monthly**.

NOTE: Dates printed on Mobile Bar Codes, such as Quick Response (QR) Codes available at the United States Postal Service, are not considered Postmark dates for the purpose of determining timely filing of an application. It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked.

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **six (6)** months.

How To Apply:

To apply for this examination, you must submit a complete application package to the address indicated below. To obtain copies of the Employment Application and Training & Experience Examination and signed Affirmation Statement, go to the links below.

- **Examination / Employment Application (STD. 678)**
  https://jobs.ca.gov/pdf/STD678.pdf

- **Training & Experience Examination and signed Affirmation Statement**
  https://www.chp.ca.gov/CHPCareersSite/Documents/GraphicDesignerIII.pdf

NOTE: Applicants may have only one active application in process at a time.

Submit application packages to:

California Highway Patrol
Selection Standards and Examinations Section
P. O. Box 942898
Sacramento, CA 94298-0001

OR application packages may be hand delivered during regular business hours (8:00 a.m. to 5:00 p.m.) to the following location:

California Highway Patrol
Selection Standards and Examinations Section
601 North 7th Street
Sacramento, CA 95811

NOTE: Submission of the Criminal Record Supplemental Questionnaire is <u>not</u> required with applications for examination.

DO <u>NOT</u> SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR) OR TO A LOCAL CALIFORNIA HIGHWAY PATROL OFFICE. AT THIS TIME, THE CALIFORNIA HIGHWAY PATRIL DOES NOT ACCEPT APPLICATIONS FOR EXAMINATIONS ONLINE.

FAXES OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. APPLICATION PACKAGES POSTMARKED AFTER THE CUT-OFF DATE OR RECEIVED AFTER 5:00 P.M. ON THE CUT-OFF DATE WILL BE HELD FOR THE NEXT ADMINISTRATION OF THE EXAMINATION.

NOTE: All application (STD. 678) forms must include: employment history "from" and "to" dates (month/day/year); hours per week; title/job classification; and duties performed. Application (STD. 678) forms received without this information will be rejected. <u>Résumés or other documents will not be accepted in lieu of a completed application (STD. 678) form.</u>

Special Testing Arrangements:

Applicants with a disability who are requesting special testing arrangements due to a verified disability or medical condition, shall mark the appropriate box in item number 10 on the application. Applicants will be contacted regarding specific arrangements.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements by the cut-off date to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Graphic Designer III

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 possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

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.)

POSITION DESCRIPTION

Graphic Designer III

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.

EXAMINATION INFORMATION

This examination consists of the following component:

Training and Experience Evaluation – Weighted 100% of the final score.

All candidates who meet the requirements for admittance to this examination will be required to complete a Training & Experience Examination. The information on the Training & Experience Examination will be used to assess, on a competitive basis, each candidate's relevant training and experience. The Training & Experience Examination will be evaluated by using a predetermined rating criteria. In order to obtain a position on the eligible list, a minimum score of 70% must be attained. **Competitors who do not complete the Training & Experience Examination will be eliminated from the examination.**

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

- Techniques of interpreting statistical data to create an accurate visual graphic that represents patterns and trends.
- Methods and techniques of freehand drawing and color illustration for look and feel.

- Elements of design such as: line, shape, texture, space, size, value, and color for look and feel of visual design projects.
- Principles of design such as: balance/symmetry, rhythm/repetition, emphasis, unity, movement, and proportion/scale for look and feel of visual design projects.
- Page layout, color theory, and typography to execute visual design projects.
- Hands-on graphic tools (e.g. utility knife, mounting supplies) and other equipment to execute projects.
- Graphic design hardware/software applications to execute projects.
- Procedures for creating traditional and/or electronic files for output for single color and multicolor product.
- Stages of design (research, thumbnail, mock-ups, and production ready art) to an electronic file to execute projects.
- Methods and techniques to visually communicate concepts and ideas.
- Graphic resources (e.g. shared asset libraries, templates, stock photography) for efficiency in productivity.
- Image editing (e.g. resizing, color correcting, restoration) to execute projects.
- Principles and techniques of trade show exhibits preparation to execute projects.
- Project leadership to execute departmental objectives.
- Time management to complete tasks in a timely manner.
- State-of-the-art graphic design techniques, theories, and processes to execute projects.
- Departmental programs and objectives to execute projects.
- Alternate strategies for work-flow efficiencies within design software to execute projects.
- Communication techniques and principles for collaboration with staff, stakeholders, and teams.
- Principles of effective proposal writing to execute projects.

Skill to:

- Industry standard hardware/software at an advanced level to complete graphics, reports, presentations, create documents, and communicate with others.
- Compose clear, concise, and visually appealing layouts through the use of composition, hierarchy, and typography in order to organize and convey information.
- Create/manipulate basic vector illustrations for output.
- Troubleshoot graphic design hardware/software applications to execute projects.
- Present clear and concise information to the intended audience to execute projects.

- Create new or modify existing forms, to include interactive elements (e.g. text-fields, checkboxes, buttons).
- Create and adhere to project schedules appropriately to effectively manage priorities.
- Determine the appropriate usage of design elements such as colors, fonts, size, message hierarchy, and symbols to formulate designs that will be most effective, appropriate, and visually appealing for a specific target audience, and that conform to department guidelines (e.g., handbook, manual).
- Creative thinking to solve problems by developing high-quality design materials.
- Incorporate feedback to make changes to initial designs or mockups to ensure designs conform to concepts and requests.
- Manage daily work effectively to meet project deadlines.
- Use a camera and photo editing software to make tonal corrections and other edits to ensure images and scanned documents will be of the highest quality for the final product based on the characteristics and quality of the image, and the type of media (e.g., print versus electronic) being developed.
- Create, test, and prepare files for use in print and in electronic and/or digital communications.
- Produce accurate proofs to ensure quality control and objectives are being met.
- Examine printed materials to assess print quality, sharpness, contrast, and color correctness to ensure final product meets project parameters and quality standards.
- Review finished graphics and designs from requestors to determine if they conform to original specifications or instructions.
- Conceptualize designs based on the needs, purpose, ideas, and concepts for design work to translate ideas of stakeholders into visual concepts for initial layouts and mockups for review.
- Develop concepts, implement edits, create proofs, and prepare files for final output.
- Establish and maintain effective working relationships for a cohesive work environment.
- Develop clear specifications and instructions for services to be provided by outside vendors to ensure vendors' products or services meet project needs.
- Communicate with others to effectively convey information (e.g., spelling, sentence structure, grammar) to produce clear and concise written materials.
- Build files to comply with accessibility requirements.

Ability to:

- Communicate effectively for quality work production.

- Apply color theory and typography for clear, concise communication and overall look and feel.
- Apply creativity in the preparation of art-work to execute projects.
- Learn and apply new software and processes to execute projects.
- Produce freehand drawing and color illustration for quality work production.
- Maintain project files to organize workload.
- Design and prepare exhibit materials to execute projects.
- Interpret written content in order to create appropriate visual components (e.g. illustrations, infographics, photos, layouts).
- Analyze situations accurately and take effective action to execute projects.
- Research subject matter to execute projects.
- Establish and maintain effective working relationships for collaboration.
- Negotiate to execute projects.
- Present clear and concise information to the intended audience to execute projects.
- Troubleshoot within graphics hardware/software applications to execute projects.
- Prepare timely project status updates for stakeholders (e.g. supervisors, clients) to ensure efficient workflow.
- Use time effectively to manage workload.
- Consult with customers (e.g. clients, supervisors) to effectively work within a budget to provide cost effective solutions to execute projects.

Others:

- Visual acuity and color vision sufficient to successfully perform the job.
- Creative ability.

ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the Graphic Designer III classification will be established for the State of California (all State of California departments, statewide).

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **24 months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application (Std. form 1093)

is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

This is an open examination. Career credits do not apply.

SPECIAL PERSONAL CHARACTERISTICS

Applicants for the Graphic Designer III positions are required to have visual acuity and color vision sufficient to successfully perform the job; and creative ability.

ADDITIONAL DESIRABLE QUALIFICATIONS

A certification or degree from an accredited or recognized professional institute or body in the program areas of art, design, visual communications, and computer graphics; and neatness.

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

To apply for this examination, you must submit a complete application package to the address indicated on this bulletin.

TESTING DEPARTMENTS

State of California (all State of California departments)

CONTACT INFORMATION

California Highway Patrol
Selection Standards and Examinations Section
601 North 7th Street
Sacramento, CA 95811
Phone: (916) 843-3820
Email: Examinations@chp.ca.gov

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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, reproductive health decision-making, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

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 servants.

GENERAL INFORMATION

Examination / Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your **CalCareer Account.**

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental

promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.