



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PHOTOGRAPHIC LAB TECHNICIAN III	30	H	9.723
PHOTOGRAPHIC LAB TECHNICIAN II	28	H	9.724
PHOTOGRAPHIC LAB TECHNICIAN I	27	H	9.728

SERIES CONCEPT

Photographic Lab Technicians maintain effective and efficient laboratory operations in support of media technology academic programs; operate, maintain, inventory, secure and monitor the use of photographic and related equipment; ensure laboratories are open and fully operational during approved hours and maintained in compliance with OSHA guidelines and regulations.

Operate and demonstrate the use of photographic equipment such as enlargers, film and paper/print processing, contrast filters, automated processors and related equipment.

Maintain current knowledge of technological advances in equipment, software and systems used in photography, video production, graphics and animation.

Monitor student usage of photographic equipment to ensure safety and technical operating procedures are followed; secure and check out appropriate equipment to students and faculty; ensure compliance with rules, policies, and instructions concerning the use of photographic equipment; schedule studio and equipment usage by students in the college.

Order supplies to maintain an appropriate level of inventory; prepare supply and equipment orders for approval according to established policies and procedures.

Assemble, copy and distribute instructional materials, answer questions from students, and explain laboratory policies, procedures, processes and technical applications

Maintain equipment in proper working order by cleaning and lubricating; send out equipment for repairs covered under warranties.

Mix developer and photographic chemicals in accordance with instructions and guidelines; receive, record, store and dispose of chemicals and hazardous materials in accordance with established policies as well as State and federal regulations.

Provide technical guidance and training to students and other assigned staff.

Perform related duties as assigned.

CLASS CONCEPTS

Photographic Lab Technician III: Under general supervision, incumbents perform the duties described in the series concept, and in addition, serve as team leaders in large cross-departmental projects. They also perform the most complex duties such as color processing using state-of-art photographic, video and graphics software and equipment. This is the advanced journey level in the series.

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CLASS CONCEPTS (cont'd)

Photographic Lab Technician II: Under general supervision, incumbents perform the full range of duties described in the series concept at the journey level.

Photographic Lab Technician I: Under close supervision, incumbents receive training in the duties described in the series concept and may progress to Photographic Lab Technician II upon meeting the minimum qualifications and with the approval of the appointing authority. This is the entry level in the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Incumbents are required to work different shifts including evenings, split shifts and weekends at various campuses of the community college. Schedules will change each semester.

PHOTOGRAPHIC LAB TECHNICIAN III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of technical experience in photographic laboratory work to include operating, demonstrating and monitoring the use of photographic equipment; **OR** an equivalent combination of education and experience as described above; **OR** two years of experience as a Photographic Lab Technician II in Nevada State service. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: the methods, materials, and equipment used in photographic laboratory work; EPA and OSHA regulations pertaining to hazardous chemicals used in photo labs; commercial lighting setups to include portraiture and small product lighting; color processing using current industry equipment; digital processing including Photoshop; printer calibration equipment; studio equipment including strobe and tungsten lighting equipment, various light modifiers, set and grip equipment, and light meters. **Ability to:** recognize and distinguish true color characteristics; produce photographic materials of the quality required; maintain current knowledge of new photographic techniques; operate high end scanners and equipment. **Skill in:** repairing and maintaining photographic equipment; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: methods, materials, and equipment used in photography; applicable health and safety regulations. **Working knowledge of:** halftone screens, contact screens, and use of the gray scale. **Ability to:** recognize the percentage of dot pattern in a halftone negative in highlight and shadow areas of a photograph; perform a variety of photographic assignments in support of department and college-wide activities including public relations and recruitment. **Skill in:** safely operating and maintaining photographic laboratory equipment including: enlargers, film processors, photographic analyzers, and photographic sensitometers; contact prints and enlargements.

PHOTOGRAPHIC LAB TECHNICIAN II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of technical photographic experience, one year of which was in a laboratory and included operating, demonstrating and monitoring the use of photographic equipment; **OR** an equivalent combination of education and experience as described above; **OR** one year of experience as a Photographic Lab Technician I in Nevada State service. *(See Special Requirement)*

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MINIMUM QUALIFICATIONS (cont'd)

PHOTOGRAPHIC LAB TECHNICIAN II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: equipment, processing and procedures used in a photographic laboratory; black and white and color chemistry mixing; black and white print processing; manual, automatic, and digital camera technology. **General knowledge of:** digital image capture, scanning, and output on high-end equipment; assist students by answering questions, and trouble-shooting equipment problems. **Ability to:** provide technical guidance and assistance to students in an academic lab environment; communicate effectively both orally and in writing. **Skill in:** safely operating and maintaining vacuum frames (diffused light and pin point light source) film processor, whirler, plate maker, and dry print machine; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Photographic Lab Technician III.)

PHOTOGRAPHIC LAB TECHNICIAN I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of technical experience in operating and adjusting process cameras, film processors, and contact printers; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: methods, materials, and equipment used in process camera work; contact printing, film developing and processing. **General knowledge of:** safety hazards, safe working procedures and proper disposal of hazardous materials. **Ability to:** read and understand work orders, equipment manuals, and technical publications; prepare supply requisitions and billing records; perform basic mathematical calculations to lay out and set up jobs.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Photographic Lab Technician II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.723</u>	<u>9.724</u>	<u>9.728</u>
ESTABLISHED:	1/1/61	11/8/73	7/1/91P 11/29/90PC
REVISED:	4/1/67	4/11/79R 7/18/80PAC	
REVISED:	7/18/89		
REVISED:	12/19/85-12	12/19/85-12	
REVISED:	7/1/89P	7/1/89P	
	9/27/88PC	9/27/88PC	
	7/1/91P	7/1/91P	
	11/29/90PC	11/29/90PC	
REVISED:	12/17/04PC	12/17/04PC	12/17/04PC