



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>
PHOTOGRAPHER II	31	C	7.815
PHOTOGRAPHER I	29	C	7.827

SERIES CONCEPT

Photographers schedule and take photographs by assignment or by request from departmental staff or other agencies; process photographs digitally or through chemical laboratory processes; archive photographs with identifying caption information; and maintain photographic and peripheral equipment and supplies. Photographic products may include digital images (prepared for use on websites, in print, or for television content), and prints from chemistry based or digital sources in a variety of sizes.

Provide photo coverage of a wide variety of events, clients, dignitaries and the public, at the request of State agencies, departments, and the Governor's Office; coordinate with requesting office/agency to ensure professional coverage of event with quality photographs and accurate captions.

Provide customer service to clients/or supervisors through scheduling, assigning and coordinating photo assignments; determine location, equipment and lighting needed; set up, operate, troubleshoot, take down, and ensure security of equipment.

Produce a variety of photographic products from images; organize, edit and archive images; make proofs or proof sheets and/or scan into computer.

Digitally restore historical images and pictures using scanners, digital cameras or film based large format copy cameras, and produce prints as requested.

Develop and maintain quality control procedures and standards for chemical and digital based processes including, but not limited to, black and white processing, color managed digital workflow including monitors, printers, scanners and digital cameras, and outsourced image production.

May oversee photo labs and adhere to laboratory procedures for chemical mixing and safety standards as required by OSHA; maintain and repair photographic equipment by cleaning and replacing parts or sending out for repair; ensure proper handling, transport, and storing of cameras, lenses and related accessories in order to keep equipment in good working order.

Establish and maintain stock level of photographic supplies; monitor materials on hand, research and order replacements in order to maintain sufficient levels of the various types of paper and camera supplies.

Establish and maintain a computerized photographic filing/archiving system; categorize; archive and store images using cross-reference indexes.

Establish and maintain a photographic work order control procedure to complete billing for each job; monitor status of work assignments and ensure work is done in a timely manner.

Perform related duties as assigned.

CLASS CONCEPTS

Photographer II: Under limited supervision, incumbents perform the full range of duties outlined in the series concept and either:

- 1) train, supervise and evaluate subordinate Photographer I positions, or
- 2) independently perform all photographic assignments including those requiring specialized photographic techniques such as: restoration of delicate historical photographs; photo composition using advanced lighting techniques, shutter speeds, depth of field, and/or selective focusing.

Photographer I: Under supervision, incumbents perform the duties outlined in the series concept on a limited basis. Positions may be permanently allocated to this level, or incumbents may receive training and experience and progress to the next level upon meeting the minimum qualifications and with the approval of the hiring authority.

MINIMUM QUALIFICATIONS

PHOTOGRAPHER II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in photography, journalism, art or related field, and one year of experience scheduling and directing photo assignments, taking photographs, developing or digitally processing pictures, maintaining a photo laboratory or automated processing software and associated photographic equipment, and developing and maintaining a photo filing system or automated photo gallery; **OR** graduation from high school or equivalent education and three years of experience as described above; **OR** one year of experience as a Photographer I in Nevada State service; **OR** an equivalent combination of education and experience as described above.

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

Detailed knowledge of: advanced camera techniques including depth of field, shutter speeds, and selective focusing; camera operation and care. **Working knowledge of:** digital and laboratory color printing processes. **General knowledge of:** computer database management and spreadsheet programs; suppliers and availability of photo materials; photographic quality control procedures. **Ability to:** use and maintain automated print processing equipment and digital printers; plan and organize location and studio assignments with clients including estimates of time and materials; clean and maintain equipment; retouch photographic prints and electronic files; work effectively with coworkers, persons in other departments and clients; listen to client requirements and make appropriate recommendations; work independently and adapt to quickly changing situations. **Skill in:** photographic composition; proper image exposure and capture; studio and location lighting techniques; *and all knowledge, skills and abilities required at the lower level.*

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

Working knowledge of: digital asset management systems. **Ability to:** supervise and evaluate the performance of subordinate staff; plan, organize and manage a photographic section.

PHOTOGRAPHER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in photography, journalism, art or related field; **OR** graduation from high school or equivalent education and two years of experience scheduling and directing photo assignments, taking photographs, developing or digitally processing pictures, maintaining a photo laboratory or automated processing software and associated photographic equipment, and developing and maintaining a photo filing system or automated photo gallery; **OR** an equivalent combination of education and experience as described above.

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

Working knowledge of: a wide range of camera equipment and accessories including light meters, flash

MINIMUM QUALIFICATIONS (cont'd)

PHOTOGRAPHER I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
meters, and studio and on-camera strobes. **General knowledge of:** current photography methods and techniques; computer/database management; spreadsheet programs; photographic chemicals and film emulsions; photographic composition; measurements using the U.S. Customary System and Metric System. **Ability to:** understand the principles of composition, lighting, color, texture and form to produce original, creative and technical photographic work; conceptualize visual images provided verbally or in written form; operate various types of cameras and related photographic equipment such as enlargers, processors, lighting, copy stand, and slide duplicators; perform photo laboratory work and develop various films and photographic papers; write concise, grammatically correct business correspondence; work independently and adapt to quickly changing situations.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Photographer 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>7.815</u>	<u>7.827</u>
ESTABLISHED:	1/1/61	1/1/61
REVISED:	4/1/67	12/1/65
REVISED:	12/19/85-12	4/1/67
REVISED:	7/1/89P	12/19/85-12
	8/19/88PC	
REVISED:	7/1/95P	7/1/89P
	9/16/94PC	8/19/88PC
REVISED:		7/1/95P
		9/16/94PC
REVISED:	5/12/06PC	5/12/06PC
REVISED:	6/21/19PC	6/21/19PC