



# STATE BOARD OF EQUALIZATION

## GRAPHIC DESIGNER II/III

EXAM CODE: 9EQ17

Open Spot - Sacramento

California State Government provides equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

*It is an objective of the State of California to achieve a drug-free state work force 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.*

### HOW TO APPLY

State Applications (Form STD. 678) may be mailed to:

**EXAMINATION & RECRUITMENT SECTION  
BOARD OF EQUALIZATION  
450 N STREET MIC: 17  
SACRAMENTO CA 95814**

Applications may be delivered in person to the above street address.

**Do not submit applications to the State Personnel Board.**

### FILING INFORMATION

**August 19, 2009**

Applications (Form STD. 678) must be **POSTMARKED** (e.g., United States Postal Service), or personally delivered no later than the final filing date.

**Note:**

**Applications postmarked or personally delivered to the Human Resources Division, Room 317, 450 N Street, Sacramento, after the final filing date will not be accepted for any reason.**

**Do not send your application via interoffice or interagency mail. Applications received in this manner will not be accepted and cannot be returned pursuant to Government Code 174.**

It is the personal responsibility of each examination candidate to submit an examination application within the timeframe and in the manner specified on this examination bulletin.

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

### CROSS FILING INFORMATION

If you meet the entrance requirements for both the Graphic Designer II and the Graphic Designer III, scheduled on the same day, you may file for both classes on a single application. Put the title of each examination on the application.

### SPECIAL TESTING ARRANGEMENTS

If you are disabled and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

### QUALIFICATIONS APPRAISAL INTERVIEW

If necessary, it is anticipated that qualifications appraisal interviews will be held during **September 2009**.

### SALARY RANGE

**Graphic Designer II \$3705 - \$4503**

**Graphic Designer III \$4367 - \$5309**

### ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the Board of Equalization for Sacramento only. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the entrance requirements for this examination by **August 19, 2009**, the final filing date.

Experience applicable to one of the following patterns may be combined, on a proportional basis, with experience applicable to another pattern to meet the total experience requirement.

#### GRAPHIC DESIGNER II

##### Either I

One year of experience in the California state service as a Graphic Designer I.

##### Or II

**Experience:** Two 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 24 semester college units with a minimum of five units in each of the following areas: graphic design theory, graphic computer software applications, and

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printing technology.

**GRAPHIC DESIGNER III**

**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.)

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**SPECIAL PERSONAL CHARACTERISTICS**

Visual acuity and color vision sufficient to successfully perform the job; and creative ability.

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**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.

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**THE POSITION**

**GRAPHIC DESIGNER II**

This is the full journey level in the Graphic Designer series. Under direction, the Graphic Designer II is responsible for the concept, development, and production of the more complex graphic design work. With the aid of computer-assisted applications the graphic designer uses design and production elements to convey the desired impact and message to a specifically targeted audience.

**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.

Various positions may require fingerprinting.

Positions exist with the Board of Equalization in Sacramento only.

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**EXAMINATION INFORMATION**

This examination will consist of either:

- a. a qualifications appraisal interview weighted 100.00% or,
- b. an education and experience evaluation weighted 100.00%.

If interviews are conducted, the interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview or the experience and education process. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**Qualifications Appraisal Interview - Weighted 100.00%**

**Graphic Designer II**

A. Knowledge of:

1. Principles of graphic design.
  2. Techniques of interpreting statistical data.
  3. Methods and techniques of freehand drawing and color illustration.
  4. Elements of design such as: line, shape, texture, space, size, value, and color.
  5. Principles of design such as: balance/symmetry, rhythm/repetition, emphasis, unity, movement, and proportion/scale.
  6. Page layout, color theory, and typography.
  7. Principles of graphic tools and equipment.
  8. Graphic design software application.
  9. Procedures for creating traditional and/or electronic files for output for single and multicolor publication.
  10. The stages of design (research, thumbnail, rough, comprehensives, and camera-ready art) to an electronic file.
  11. Techniques and drawings.
  12. Graphic resources and software applications.
  13. Digital imaging.
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**EXAMINATION INFORMATION**  
(Continued)

14. Principles and techniques of three-dimensional exhibit preparation.

**Graphic Designer III**

15. All of the above.  
16. Project leadership.  
17. Time management.  
18. State-of-the-art graphic design techniques, theories, and processes.  
19. Departmental programs and objectives.  
20. Alternate strategies available to establish and improve comprehensive graphic design programs.  
21. Team-building techniques and principles.  
22. Principles of effective proposal writing.

**Graphic Designer II**

B. Ability to:

1. Communicate effectively.  
2. Use the elements of design to create page layout.  
3. Perform image editing.  
4. Apply color theory and typography.  
5. Apply creativity in the preparation of art work.  
6. Learn and apply new software.  
7. Produce freehand drawing and color illustration.  
8. Maintain project files.  
9. Design and prepare exhibit materials.  
10. Digitally retouch images.  
11. Review narrative material and create appropriate illustrations.  
12. Analyze situations accurately and take effective action.  
13. Research resources.

**Graphic Designer III**

13. All of the above.  
14. Establish and maintain effective working relationship.  
15. Negotiate.  
16. Present ideas to a large or diverse audience.  
17. Troubleshoot within the graphics application software.  
18. Prepare project reports.  
19. Use time effectively.  
20. Assimilate ideas and concerns from a variety of customers and translate them into an effective and cost-efficient graphic design project or program.

**If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.**

**Veterans' preference points** will be added to the final score of all successful competitors who qualify for, and have requested, these points.

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**NOTIFICATION OF EXAMINATION RESULTS**

Results from the examination will be mailed to the candidate approximately 6 – 8 weeks after the examination process is completed.

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**QUESTIONS?**

If you have questions concerning this examination, please call the California State Board of Equalization, Examination and Recruitment Section at (916) 324-4807. You may also contact the California State Board of Equalization in writing at 450 N Street, MIC 17, Sacramento, California, 95814.

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## GENERAL INFORMATION

**Examination Security Information** – After the completion of your examination, you may not discuss the contents of the examination including the questions, with anyone except the interview panel members, or the Examination and Recruitment Section. Examinations are competitive and the only way another individual may unfairly learn the contents of the examination material is from you. When you talk about the examination with other competitors, it could help them score higher and impact your score or placement on the eligible list. No personal items (i.e., notes, notepads, PDA's cell phones, purses, wallets, etc.) are allowed to be used during your examination. Failure to comply can result in your disqualification from the examination and may result in disciplinary action. Evidence of copying or collusion may result in the cancellation of the examination and the debarment of the competitor from future state civil service examination of any kind.

**It is the candidate's responsibility** to contact the Board of Equalization's Examination and Recruitment Section in Sacramento (916) 324-4807, CALNET 454-4807, three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the Board of Equalization's Examination and Recruitment Section in Sacramento (916) 324-4807, CALNET 454-4807 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview, self-assessment report or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front. Applications may also be downloaded from the State Personnel Board web site at <http://www.spb.ca.gov>.

**If you meet the requirements stated** in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Board of Equalization** 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 competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**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) service-wide 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 within one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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.

**Interview Scope:** If an interview is conducted, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**College Education:** The qualifications meeting the requirement "Equivalent to graduation from college" means satisfaction of the requirements for the bachelor's degree from an accredited, recognized institution of higher education. This means the applicant must show receipt of a bachelor's degree. Acceptable college course work must be from an accredited, recognized institution approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94712.

**TDD** is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. Calls may be placed using the following relay system.

California Relay Telephone Service for the Deaf or Hearing Impaired:

From TDD phones: **1-800-735-2929**

From voice phones: **1-800-735-2922**