



EXAMINATION ANNOUNCEMENT PROMOTIONAL EXAMINATION

GRAPHIC DESIGNER I (GC75/2884)

SALARY RANGE: \$3,374- \$4,224

POSITIONS WITH THE CALIFORNIA STATE AUDITOR'S OFFICE EXIST IN SACRAMENTO ONLY

WHO CAN APPLY: Applicants must meet one of the following eligibility requirements:

- 1.) Must have a permanent civil service appointment with the California State Auditor Office's by the final filing date.
- 2.) Must meet the provisions of State Personnel Rules 234 or 235.
- 3.) Must be a current or former employee of the Legislature for two or more years as defined in GC 18990.
- 4.) Must be a former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in GC 18992.
- 5.) Must be a person retired from the United States military, honorably discharged from active military duty with a service connected disability, or honorably discharged from active duty as defined in GC 18991. (Applicants must submit a copy of Form DD214 along with their standard state application [STD. 678]).

HOW TO APPLY: Please submit a standard state application (STD. 678) to the address indicated below. All applications must be postmarked no later than the final filing date. Applications postmarked after the final filing date will not be accepted for any reason. **Faxed or emailed applications will not be accepted.**

Do not submit applications to the California Department of Human Resources (CalHR) or State Personnel Board.

WHERE TO APPLY:

California State Auditor's Office
Human Resources Office
621 Capitol Mall, Suite 1200
Sacramento, California 95814

SPECIAL TESTING ARRANGEMENTS: If you have a disability and need special testing arrangements, please answer "yes" to question #2 on the Std. 678. You will be contacted to make specific arrangements.

CONTACT INFORMATION: If you have any questions concerning this examination or announcement, please contact the Human Resources Office at 916-445-0255.

FINAL FILING DATE: JUNE 13, 2016

EXAMINATION INFORMATION: This examination will utilize an evaluation of each candidate's education and experience compared to a standard developed from the class specification. For this reason, it is especially important that candidates take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on the announcement, even if that experience goes beyond the ten-year limit printed on the application. When completing the application include "to" and "from" dates (month/date/year), time base, civil service class titles and/or job titles from the private sector, relevant college or trade school education, certificates, licenses, etc., name(s) or institution(s) and completion dates. Failure to provide complete information may result in rejection from the examination. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

Education & Experience -- Weighted 100%

ELIGIBILITY LIST INFORMATION: A departmental promotional eligibility list will be established for 12 months unless conditions warrant a change. Candidates may not be tested more than once in a testing period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: All applicants must meet the education and experience requirements for this examination as of the date the application is submitted. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

MINIMUM QUALIFICATIONS:

Experience: One year of experience in page layout, drawing, photo editing, type formatting, and electronic file preparation using both traditional and/or computer-assisted software.

and

Education: Successful completion of a total of 12 semester college units with a minimum of two units in each of the following areas: graphic design theory, graphic computer software applications, and printing technology.

THE POSITION: This is the entry/first working level in the Graphic Designer series. Under direction, the Graphic Designer I is responsible for the development and production of complex graphic design work or assists the Graphic Designer II or III in the development and completion of design production. The Graphic Designer I uses traditional and/or computer-assisted applications for layout, illustration, and image editing.

Special Personal Characteristics: 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.

SCOPE: Knowledge of: principles of graphic design; techniques of interpreting statistical data; methods and techniques of freehand drawing and color illustration; elements of design such as line, shape, texture, space, size, value, and color; principles of design such as page layout, color theory, and typography; principles of graphic tools and equipment; graphic design software application; procedures for creating traditional and/or electronic files for output for single and multicolor publication.

Ability to: communicate effectively; use the elements of design to create page layout; perform image editing; apply color theory and typography; apply creativity in the preparation of art work; learn and apply new software; produce freehand drawing and color illustration; maintain project files.

ADDITIONAL INFORMATION:

- It is the competitor's responsibility to contact the California State Auditor's human resources office, at 916-445-0255, if you do not receive examination instructions within 4 weeks of submitting your application.
- **Veterans' preference and career credits** are not granted in promotional examinations.
- **Applications** are available on line at www.jobs.ca.gov.
- **If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list.
- **The California State Auditor** reserves the right to revise the examination plan to better meet the needs of the office if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.
- **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, and (6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.
- **General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

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

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.