

STATE OF OHIO (DAS)  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**

Audio/Visual

**SERIES NO.:**

5264

**MAJOR AGENCIES:**

All Agencies

**EFFECTIVE DATE:**

01/09/2005

**SERIES PURPOSE:**

The purpose of the audio/visual occupation is to operate audio/visual & related equipment.

At the lower level, incumbents produce & direct audio/visual projects for assigned projects & coordinate equipment & audio/visual loans from resource center. At the higher level, incumbents operate audio/visual & related equipment to produce programming for training, educational or informational purposes.

At the managerial level, incumbent manages video production for assigned agency, develops video projects, advises agency staff on production of video projects to announce new programs & services & supervises assigned staff.

**CLASS TITLE**

Audio/Visual Specialist

**CLASS NUMBER**

52641

**PAY RANGE**

07

**EFFECTIVE**

03/26/1990

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of audio/visual communication techniques & programming & audio/visual equipment operations in order to operate audio/visual equipment & produce & direct audio/visual programming for assigned projects.

**CLASS TITLE**

Audio/Visual Production Specialist

**CLASS NUMBER**

52642

**PAY RANGE**

31

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The advanced level class works under general direction & requires thorough knowledge of audio/visual communication techniques, programming & production & audio visual equipment operations in order to plan, direct, develop & produce audio/visual productions, operate audio/visual equipment & coordinate all production activities.

**CLASS TITLE**

Videographer

**CLASS NUMBER**

52643

**PAY RANGE**

32

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The second advanced level class works under general direction & requires thorough knowledge of high level audio/visual communications techniques, programming & production & audio/visual equipment operation & computer software systems in order to plan, develop & produce computer generated video programming & edit & combine source materials into video programs.

**CLASS TITLE**

Video Production Manager

**CLASS NUMBER**

52646

**PAY RANGE**

13

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The managerial level class works under direction & requires thorough knowledge of audio/visual communication techniques, programming & production, audio visual equipment operations & managerial principles/techniques in order to manage video production activities, develop video projects, advise agency staff on production of video products to announce new programs & services & supervise assigned staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Audio/Visual Specialist	52641	07	03/26/1990	07

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Produces & directs audio/visual (i.e., A/V) programming (e.g., videotapes) for assigned projects (e.g., training), writes scripts, edits tapes, operates production equipment (e.g., video cameras, recorders, editors) & duplicates A/V programs.

Coordinates equipment & A/V program loans from resource center; sorts & files agency resource materials (e.g., newsletters; A/V programs; books; literature describing services provided by agency); recommends acquisition of new equipment & resource center materials.

Conducts training sessions (e.g., CPR; defensive driving; managing disruptive behavior).

Cleans inspects & performs minor repairs & maintenance on audio/visual equipment; receives, sorts & distributes departmental mail.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of audio/visual communication techniques & programming; employee training & development\*. Skill in use of audio/visual production equipment. Ability to understand practical field of study (i.e., electronic communication); write &/or edit scripts for audio/ visual presentations; maintain accurate records.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

12 mos. trg. or 12 mos. exp. in communication which included training in audio/visual techniques & programming (e.g., preparation of audiotapes & sound tracks); 3 mos. trg. or 3 mos. exp. in audio/visual equipment operation & routine maintenance.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Exposed to high voltage areas & equipment.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Audio/Visual Production Specialist	52642	07	01/09/2005	31

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Plans, directs, develops & produces audio/visual (i.e., A/V) productions for training, educational or informational purposes, researches resource materials, writes scripts & storyboards, coordinates production activities (e.g., scheduling of materials, programs, studio preparation), operates A/V & related equipment (e.g., T.V. cameras, video cameras, 3/4 recorders, lighting equipment, microphones, metering & test equipment) & utilizes light & sound filtration materials & techniques & participates in development of other media productions (e.g., slide exhibits, still art, motion photography projects).

Advises technical & professional personnel, facility &/or other project participants on status of project planning, research & production; analyzes & evaluates training needs & in-service training &/or special project requests; assists in organization of training workshops; conducts training sessions; maintains quality control standards; maintains inventory control; assists in preparation of budgetary recommendations; sorts & files resource materials (e.g., books, newsletters, A/V programs).

Performs preventative maintenance & assesses needed repairs; writes specifications & makes recommendations for new equipment; maintains records & reports.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of communication & electronic equipment operation & maintenance; audio/visual programming production; employee training & development\*; public relations\*; budgeting\*; inventory control\*. Skill in operation of audio/visual & related equipment. Ability to define problems, collect data, establish facts & draw valid conclusions; use proper research methods in gathering data; establish friendly atmosphere as coordinator of electronic communications.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in communication which included training in video production.

-Or 2 yrs. exp. in planning, directing, developing & producing audio/visual productions.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Exposed to high voltage area.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Videographer	52643	07	01/09/2005	32

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Plans, develops & produces computer generated video programming, digitally edits non linear digital editing system & combines source materials into video programs (e.g., public service announcements; drug free work place video; health partnership video), creates master tape for duplication, shoots video tape based on story boards, produces electronic graphics & computer animation for video programs, produces draft edits of programs for customer approval & incorporates customer input & produces final edit.

Acts as advisor on production &/or use of electronic video production equipment for internal &/or external customers; meets with customers to determine video production needs; researches materials; interviews subject matter experts; reviews current literature; writes scripts based on research; produces story boards for customer approval, provides input into video programming policies & procedures & promotes agency goals & objectives.

Maintains electronic video programming equipment; performs tests on equipment to ensure equipment meets standards; orders supplies & equipment; maintains inventory of parts & equipment; maintains log of video & electronic source materials (e.g., computer animation, unedited video footage, music electronic graphics) for use in future video programming.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of video production, cinematography or visual communications, Bureau Of Workers' Compensation video programming policies, procedures, rules & regulations; public relations; interviewing. Skill in operations & maintenance of video production equipment (e.g., frame synchronizer; video switcher; digital video effects generator; video distribution amplifier; graphics/character generator computer; edit controller computer; stereo audio mixing console; digital audio/video/graphics work station; media 100 system & non-linear digital editing system); computer hardware & software. Ability to define problems, collect data, establish facts & draw valid conclusions; use research methods in gathering data; prepare video productions; work alone on most tasks; edit & collate all source materials into video productions through use of computer hardware & software.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in communications with emphasis on electronic media, video production, cinematography or visual communication.

-Or completion of associate core program in graphic communication technology or multimedia production technology; 12 mos. trg. or 12 mos. exp. in operation &/or maintenance of video production equipment (e.g., frame synchronizer; video switcher; digital video effects generator; video distribution amplifier; media 100 system; graphics/character generator computer; edit controller computer; stereo audio mixing console; digital audio/video/graphics work station).

-Or 36 mos. trg. or 36 mos. exp. in operation &/or maintenance of video production equipment (e.g., frame synchronizer; video switcher; digital video effects generator; video distribution amplifier; graphics/character generator computer; edit controller computer; stereo audio mixing console; digital audio/video/graphics work station).

-Or equivalent of minimum class qualifications for employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Video Production Manager	52646	EX	01/09/2005	13

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Manages video production activities, develops video projects (e.g., promotion/information videos, training videos, radio & television public service announcements, quarterly 30 minute video magazine for cable television &/or photography assignments), advises agency staff (i.e., executive & senior management staff) on production of video products to announce new programs to services (e.g., health partnership program implementation/updates; employer incentive programs; fraud detection efforts; safety services), consults with agency internal & external clients on video production activities, serves as liaison with local & statewide radio & television markets to place public service announcements & quarterly video magazine, develops & implements policy & procedures for all video productions (e.g., workers' compensation update appearing on government access cable channels; HPP & fraud public service announcements; BWC special events videos) & supervises & provides technical & creative advice to video production staff (e.g., public inquiries officer; audio/visual production specialist).

Produces video productions (e.g., oversees all aspects of production & post-production services including scheduling, scripting, storyboarding, videotaping, audio requirements & editing); consults with agency design staff to create graphics & animations for advanced technological art video productions; ensures timely delivery of video projects & ensures completion of project within allotted budget; tapes &/or oversees taping of broadcast quality video; identifies & scouts locations for video broadcasting; designs necessary lighting set-ups; oversees audio requirements; obtains necessary model releases; ensures editing of beta tapes via media 100 digital video non-linear editing system; prioritizes work assignments.

Maintains video & photography library (e.g., catalogs entries, updates unedited video & maintains contact with agency archivists for presentation & retrieval of video); identifies production houses & other vendors to provide production & post production services for completion of projects; oversees equipment inventory & maintenance schedule; provides agency clients with recommendations & referrals for services not available in house; coordinates charge-back system for external customers (e.g., establishes changes for pre-production & post-production services, customer billing & record keeping); prepares video project estimates for project requestor; develops & maintains equipment replacement/repair schedule.

Attends seminars/training; evaluates quality & creativity of video productions & makes recommendations for improvement; prepares & monitors production budget; responds to customer requests & explains technical capabilities of proposed &/or completed projects.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of visual communications; agency policies & procedures governing video productions\*; managerial principles/techniques\*; supervisory principles/techniques\*; public relations; human relations; employee training & development\*; budgeting\*. Skill in operation of digital video non-linear editing system; studio cameras; location & studio lighting equipment; computer applications (e.g., Photoshop 4.0, After Effects). Ability to define problems, collect data, establish facts & draw valid conclusions; deal with many variables & determine specific action; interpret extensive variety of technical materials in books, journal & manuals; deal with many variables & determine specific course of action; prepare meaningful, concise & accurate reports; prepare & deliver speeches before specialized audiences & general public; establish friendly atmosphere as supervisor of work unit.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in visual communication or fine arts; 24 mos. exp. in all aspects of video production to include scheduling, scripting, storyboarding, videotaping, audio requirements & digital editing.

-Or 48 mos. exp. in all aspects of video production to include scheduling, scripting, storyboarding, videotaping, audio requirements & digital editing.

-Or 24 mos. exp. as Audio/Visual Production Specialist, 52642.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Exposed to high voltage area; requires travel.