

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Layout Design Artist

**SERIES NO.:**

8212

**MAJOR AGENCIES:**

All Agencies

**EFFECTIVE DATE:**

01/09/2005

**SERIES PURPOSE:**

The purpose of the layout design artist occupation is to produce finished art designs & layouts for departmental publications, media graphics &/or instructional tools to enhance departmental communications & training.

At the lower level, incumbents by hand &/or computer generated produce finished art designs & layouts or act as lead worker over lower-level layout design/graphic artists.

At the higher level, incumbents supervise assigned staff.

**CLASS TITLE**

Layout Design Artist

**CLASS NUMBER**

82121

**PAY RANGE**

29

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of layout design & art, graphic arts or industrial design to include appropriate visual treatments & techniques in order to, by hand &/or computer generated, create, design & produce finished graphic art (e.g., publications, illustrations, posters, graphs, charts, brochures, newsletters, forms; web graphics; multi-media displays; billboards; maps).

**CLASS TITLE**

Layout Design Coordinator

**CLASS NUMBER**

82122

**PAY RANGE**

29

**EFFECTIVE**

11/12/1995

**CLASS CONCEPT:**

The second full performance level class works under direction & requires thorough knowledge of layout design & art, graphic arts or industrial design to include appropriate visual treatments & techniques in order to act as lead worker over lower-level layout design/graphic artists.

**CLASS TITLE**

Layout Design Supervisor

**CLASS NUMBER**

82125

**PAY RANGE**

09

**EFFECTIVE**

06/22/1990

**CLASS CONCEPT:**

The supervisory level class works under general direction & requires thorough knowledge of layout design, art, graphic arts or industrial design to include appropriate visual treatment & techniques & supervisory principles/techniques in order to supervise staff in activities of layout & design unit in production of finished graphic art & supervise assigned staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Layout Design Artist	82121	07	01/09/2005	29

**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.)**

By hand &/or computer generated, creates, designs & produces finished graphic art (e.g., publications, illustrations, posters, graphs, charts, brochures, newsletters, forms; web graphics; multi-media displays; billboards; maps; booklets; visual-aids) & designs layouts (e.g., studies illustrations & photographs to plan presentations of material, product or service; determines size & arrangement of illustrative material & copy; selects style & size of type; arranges layout based upon available space, layout principles & creative design concepts; ensures production & formatting of electronic files in accordance with project requirements; reviews final drafts before printing / outputting & disseminates draft proofs to appropriate personnel; examines, corrects & approves final proofs from print vendors; evaluates finished projects & analyzes success; scans photographs / slides at high resolution; illustrates & manipulates art / photographs electronically) & monitors & troubleshoots graphic design & printing software / hardware).

Recommends policies & procedures in regards to graphic design, media, printing methods, papers & inks for projects; recommends policies & procedures regarding graphic art software, hardware, printing &/or graphic art supplies; develops visual concepts & coordinates design projects with staff &/or vendors to discuss scope of work, establish deadlines, identify specifications, cost controls & quality products; in conjunction with communications staff, creates &/or edits content for graphic designs; coordinates purchase of materials &/or services with vendors for digital output of film, proofs, color imaging & print services; Consults with clients &/or supervisor concerning requested graphic designs; researches graphic arts materials needed for art projects; transforms verbal descriptions into graphic illustrations; edits final material.

Maintains inventory of equipment within budget limitations; prepares budget & cost analysis reports; purchases graphic art material; maintains files of art work for finished reports & maps.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of layout design; art, graphic art or industrial design to include appropriate visual treatments & techniques; budget preparation\*. Skill in use & maintenance of materials, tools & equipment associated with field of graphic art, industrial design & audio/visual communication (e.g., photographic, printing, offset lithographic, typographic). Ability to deal with problems involving several variables in familiar context; interpret variety of instructions in written, oral or picture form; maintain accurate records; work alone on most tasks; cooperate with co-workers on group projects.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in art, graphic art or industrial design.

-Or 2 yrs. exp. in position as layout design or graphic artist.

-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 combustible material.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Layout Design Coordinator	82122	07	11/12/1995	29

**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.)**

Acts as lead worker (e.g., provides work direction & training) over lower level layout design/graphic artists, coordinates work projects, provides input on intra-unit procedures to include recommendation of vendors, materials & techniques to accomplish assigned projects & tracks budget expenditures for work unit.

Designs, illustrates, drafts & lays out materials to produce finished graphic art; produces art work & paste-ups for publications, exhibits, displays, schedules, charts, visual aids, maps, forms, logos, fliers, uniforms & signs; draws, designs & indicates specifications for rough & final roughs; finalizes materials for printing including color choices, overlays, screen percentages & necessary printing instructions; lays out & pastes up materials for camera-ready publications, newsletters, seasonal programs & teaching materials; performs lettering for awards, certificates & overheads; specifies type & paper for printed materials & displays.

Consults with section supervisor or designated representatives on design projects; analyzes project requests to determine materials needed; purchases unit materials & supplies.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of employee training & development\*; layout design; art, graphic art or industrial design to include appropriate visual treatments & techniques; budget preparation\*. Skill in use & maintenance of materials, tools & equipment associated with field of graphic art, industrial design & audio/visual communication (e.g., photographic, printing, offset lithographic, typographic). Ability to deal with problems involving several variables in familiar context; interpret variety of instructions in written, oral or picture form; maintain accurate records; coordinate subordinate staff on group projects.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in art, graphic art or industrial design; 24 mos. exp. as graphic artist or layout design artist.

-Or 48 mos. exp. in position as layout design or graphic artist.

-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 combustible material.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Layout Design Supervisor	82125	EX	06/22/1990	09

**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.)**

Supervises staff in activities of layout & design unit in production of graphic materials using variety of methods & instruments to produce finished graphic art (e.g., publications, technical books, pamphlets, posters, brochures, exhibits, training materials, visual aids, forms), supervises staff (i.e., graphic artists &/or layout design artists, printing coordinators) & evaluates quality of camera ready art according to standards.

Consults with personnel requesting graphic support (e.g., clarifies scope of requests; determines best & most economic plan to accomplish desired goal; explains optional methods available to achieve favorable results).

Consults with art supply dealers, paper companies, print shop personnel, photo laboratory personnel & other related personnel to coordinate graphic art projects; prepares budgets & cost analysis for each project; purchases necessary supplies & materials; maintains inventory of stocked supplies.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of layout design; art, graphic art or industrial design to include appropriate visual treatments & techniques; supervisory principles/techniques\*; employee training & development; budget preparation. Skill in use & maintenance of materials, tools & equipment associated with field of graphic art, industrial design & audio/visual communication. Ability to apply principles of graphic design to present ideas & communicate programs; write instructions & specifications concerning proper procedures in producing graphic art material; cooperate with co-workers on group projects; establish friendly atmosphere as supervisor of layout & design unit.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in art, graphic art or industrial design; 9 mos. exp. as graphic artist or layout design artist; 3 mos. trg. or 3 mos. exp. in employee training & development.

-Or 36 mos. exp. as graphic artist or layout design artist.

-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 combustible material.