

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

Photographer

**SERIES NO.:**

8221

**MAJOR AGENCIES:**Adjutant General, Administrative Services, BWC, Development,  
Natural Resources, Public Safety**EFFECTIVE DATE:**

10/29/2006

**SERIES PURPOSE:**

The purpose of the photographer occupation is to operate photographic equipment & accessories.

At the lower level, incumbents operate photographic equipment & accessories.

At the higher level, incumbents create original photographic images and use on-line systems with specialized software to enhance photographic images, visually interpret a message, or illustrate a process or procedure.

**CLASS TITLE:**

Photographer

**CLASS NUMBER:**

82210

**PAY RANGE:**

29

**EFFECTIVE**

10/29/2006

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires thorough knowledge of photography & equipment, photofinishing methods & procedures & operation of film processing & photographic reproduction equipment in order to operate photographic equipment & accessories.

**CLASS TITLE:**

Photojournalist

**CLASS NUMBER:**

82212

**PAY RANGE:**

29

**EFFECTIVE**

10/29/2006

**CLASS CONCEPT:**

The advanced level class works under general direction & requires thorough knowledge of photography & photographic equipment to include on-line systems using specialized software, photofinishing methods & procedures & operation of film processing & photographic reproduction equipment in order to create original photographic images of variety of subjects for use in publications, brochures, special events, portraits, posters, slide shows, video stills, media communications for internal & external audiences, & use on-line systems with photograph manipulation software (e.g., Adobe Photoshop CS) to enhance photographic images, visually interpret message or illustrate process or procedure.

<u>CLASS TITLE:</u>	<u>CLASS NUMBER:</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Photographer	82210	07	10/29/2006	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.)**

Operates photographic equipment & accessories (e.g., digital still & 35 mm cameras, medium or large format cameras, digital video, digital printers, light meters & lenses, reflective, incident & flash, studio flash units, rain gear, cold weather gear & tripods; photograph subjects, complex crash scenes, photograph along roadways that are partially or fully open to traffic, navigate through crash scenes, crawl space, attics, fields, pastures, ditches & rest area facilities, capturing evidence & provide Crash Reconstruction Unit imagery, utilize table-top photographic techniques, capture images of weapons, bullets & casings used in officer involved shootings, process film & produce photographic materials, operate electronic imaging systems to acquire, import, enhance, catalog & secure electronic image files, prints color or black & white photos for use in publications, training materials, media communications, criminal investigations & identification, crime scene, crash reconstruction, gross specimen, pathology, editorial/ceremonial, portraiture & aerial photography, &/or photographs variety of subjects using analog or digital still cameras, color or black & white film, electronic media & variety of photographic accessories, processes film to produce negatives from black & white or color prints).

Serves as photographic liaison with clients of all levels, photograph events & ceremonies with dignitaries (e.g., colonel, governor, mayor, congressmen, congresswomen, senators, President of United States, professional athletes, celebrities, individuals within assigned agency, other state agencies or offices outside state government), to determine photographic needs; remains inconspicuous for lengthy periods of time at conferences or speech details awaiting for important photograph, researches methods to best translate concepts or ideas into understandable photographs; electronic image file authentication & security of evidentiary images, image composition & enhancement, &/or produces slides, makes contact sheets or proof prints; exposes, develops & delivers positive magnetic transfers (e.g., PMT's) & high contrast line negatives; touches up art work with ink, opaquing dye or spotting dyes & brushes for proper reproduction; provides support services to print shop &/or graphic arts section & prepares layouts, designs, mock-ups, camera ready art & proofs for use in publications, media communication & training materials.

Utilizes photo lab's digital database of evidentiary & non-evidentiary files for division, maintains security & access levels, authenticates, catalogues & archives imaging files for division; operates photographic enlargers, print processors & related photographic equipment (e.g., dryers, mounting presses); mixes chemicals for use in developing tanks & trays; orders supplies & equipment; files negatives, prints or slides; cleans & performs preventative maintenance on photographic equipment (e.g., cameras; flash units; scanners; copy cameras; enlargers; dryers; processors).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of photography equipment; photography methods/techniques; photographic reproduction equipment; publication layout; public relations\*. Skill in downloading digital files to PC; PC software; scanners; CD & DVD burners; cataloging software (e.g., PhotoShop 7.0, Extensis Portfolio & Net Juggler; publication layout; photography; photographic reproduction; operation of photographic equipment, operation of PC, photography equipment, printing color by using analog print processors or mini-lab analog printers; printing digital files in large & small formats using digital ink-jet printers, gas mask, bullet proof vest. Ability to select photographic subjects; produce finished photographic material; transform abstract ideas into photos; mix film processing chemicals; calculate fractions, percentages & decimals; gather, collate & classify information about data, people or things; work alone on most tasks with minimum supervision, demonstrate strength to lift up to 30 lb. cameras/video/audio equipment.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in photography;

-Or 2 yrs. technical trg. in photography;

-Or 2 yrs. exp. as photographer which includes processing, developing & printing photographic film, digital imaging; &/or operation of digital cameras.

-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:**

Requires travel; exposed to chemical fumes, odors, blood, tissue & human waste at autopsies; works outside exposed to weather outdoors inclement weather; requires work in hostile environments (e.g. penal institutions, unsecured crime scene); may be on 24 hour call .

<b><u>CLASS TITLE:</u></b> Photojournalist	<b><u>CLASS NUMBER:</u></b> 82212	<b><u>B. U.</u></b> 07	<b><u>EFFECTIVE</u></b> 10/29/2006	<b><u>PAY RANGE</u></b> 29
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**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.)**

Creates original photographic images of variety of subjects for use in internal & external publications, portraits, posters, slide shows, video stills, video production, media communications &/or employee communications, uses on-line systems with photograph manipulation software (e.g., Adobe Photoshop CS) to enhance photographic images, visually interpret message or illustrate procedure or process, researches methods to best translate concepts or ideas into understandable photographs, advises & consults with editorial services manager, authors & designers or other clients to plan & coordinate photographic images for use in all forms of communication, & follows photographic process from conception to end product (e.g., photographs variety of subjects; processes & develops photographic film; operates photofinishing equipment; prints black & white film manually or using automatic processor).

Researches & gathers data for picture captioning/identification of subjects or written materials to be presented in communications; prepares photographic material, layouts, mock-ups & proofs for publications/communications; assists video production unit with studio video camera operation, lighting, teleprompter, set concepts & design for projects; videotapes materials for production.

Cleans & performs preventative maintenance on photographic equipment & print processors (e.g., troubleshoots photographic problems such as fixing print processors that are printing off-color; clearing paper jams occurring in print processor; replaces replenishment pumps; mixes chemistry according to package directions; removes & rinses transport racks; drains chemistry to clean racks & tanks; replaces burned out exposure bulbs; replaces worn gears/belts); notifies proper source to have vendor maintenance &/or repair completed.

Maintains publication archive or print/negative library; updates television database.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of departmental policies & procedures for publications & other forms of communication;\* illustrative & commercial photography; darkroom processes; digital photographic processes; publication layout. Skill in operation & basic maintenance of photographic equipment, photographic reproduction equipment & on-line systems using photograph manipulation software (e.g., Adobe Photoshop CS). Ability to research methods to best translate concepts or ideas into understandable photographs; determine appropriate setting to include various lighting, type & speed of film, & type of camera & other photographic equipment to use to obtain best photographic images for medium; gather, collate & classify information about data, people or things; calculate fractions, decimals & percentages.

(\* ) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Two years technical education in commercial photography with emphasis on photo journalism; 2 yrs. exp. in operation of variety of photographic equipment using various lighting (e.g., ambient lighting; ambient lighting with flash fill; professional studio lighting kit that includes main, fill, hair, kicker, background & form fill units; on-camera flash including bounce, reflective & direct), & using different types & speed of film; 12 mos. exp. in use of on-line systems using photograph manipulation software (e.g., Adobe Photoshop CS) to enhance photographic images, visually interpret message or illustrate process or procedure.

-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:**

May require travel; exposed to chemicals used for film processing; may work outdoors for certain photographic projects; in Department of Public Safety, may be required to respond to critical incidents (e.g., crime/traffic crash scenes) to perform photographer duties.