

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

Cartographer

SERIES NO.:

8231

MAJOR AGENCIES:

Natural Resources, Transportation

EFFECTIVE DATE:

01/09/2005

SERIES PURPOSE:

The purpose of the cartographer occupation is to layout, draft & plot topographic maps to show natural or constructed features.

At the lower level, incumbents layout, draft & plot topographic maps from rough copy to camera ready copy.

At the higher level, incumbents plan, schedule & coordinate activities of cartographic section & supervise staff.

CLASS TITLE

Cartographer

CLASS NUMBER

82311

PAY RANGE

28

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of cartography applications & principles/techniques in order to lay out, draft & plot topographic maps for various purposes.

CLASS TITLE

Cartographer Supervisor

CLASS NUMBER

82315

PAY RANGE

10

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The supervisory level class works under direction & requires thorough knowledge of cartography applications, principles & techniques, supervisory principles/techniques & employee training & development in order to plan, schedule & coordinate activities of cartographic section & supervise cartographers & support personnel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Cartographer	82311	07	01/09/2005	28

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.)

Lays out, drafts & plots topographic maps for various purposes (e.g., all mileage on state highway system; public use lands for hunting & fishing; geologic maps & illustrations that depict geology & mineral resources within state of Ohio; county hydro-geologic & DRASTIC maps); plans & executes procedures from rough copy to camera ready artwork (e.g., plans layout format; scribes data; pastes up photocopy; determines color formulas; contacts negatives) & checks job at printers for accurate color & registration.

Drafts technical illustrations & assists in layout design for publications & exhibits (e.g., displays for state fair) & various meetings & presentations by division staff; confers with photographers, typesetters & printers to insure quality of work & edits final copy; arranges layout, does paste-up & edits departmental bulletin for public distribution; operates computer graphics terminal (e.g., intergraph CADD computer) to prepare, create & place straight line diagrams or municipal & county maps on computer system.

Photocopies materials; maintains negative & art files; orders supplies; works in photo laboratory to prepare contact negatives, composite negatives & color proof of maps (e.g., state highway map).

MAJOR WORKER CHARACTERISTICS:

Knowledge of cartographic applications & principles/techniques; safety practices & procedures*; drafting; photolab techniques. Skill in operation of cartography & drafting equipment; operation of computer terminal*; operation of copy camera; operation of vacuum frame. Ability to understand system of mechanical procedures & apply to solve everyday practical problems; calculate fractions, decimals & percentages; understand technical manuals & verbal instructions associated with cartography; code items from one symbolic form to another; demonstrate dexterity to use hands skillfully; cooperate with co-workers on group projects.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in geology or geography with emphasis in cartography; 12 mos. exp. in cartography with exp. in preparing camera ready artwork.

Or completion of 2 yrs. technical school in drafting or cartography; 24 mos. exp. in cartography with exp. in preparing camera ready artwork.

-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 chemical fumes in darkroom.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Cartographer Supervisor	82315	EX	01/09/2005	10

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, schedules & coordinates activities of cartographic section, supervises cartographers, issues instructions concerning procedures & materials to be used, consults with staff regarding most time & cost efficient procedures & techniques, estimates printing costs & serves as liaison with printer.

Coordinates preparation of maps (e.g., State Highway maps); compiles route change information & distributes changes to subordinates for revisions; reviews preliminary & final drawings for accuracy & compliance with established guidelines; keeps records of highway conditions on rural state system.

Utilizes computer terminal (e.g., intergraph CADD computer) to digitize municipal, county, district or other special maps; writes or reviews user command software as needed by cartographic section; responds to inquiries from public; represents department in contacts with other departments & companies performing work related to publication programs & state map; orders supplies.

MAJOR WORKER CHARACTERISTICS:

Knowledge of cartographic applications principles*/techniques; supervisory principles/techniques*; employee training & development*; safety practices & procedures*; drafting; photolab principles/techniques. Skill in operation of cartography, photography & drafting equipment; operation of computer terminal. Ability to apply principles to define problems & draw valid conclusions; calculate fractions, decimals & percentages; understand technical manuals & verbal instructions associated with cartography; demonstrate dexterity to use hands skillfully; establish friendly atmosphere as supervisor of cartography section.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in geology or geography with emphasis in cartography; 24 mos. exp. in cartography with exp. in preparing camera ready artwork; & computer graphics.

-Or 4 yrs. exp. as cartographer which includes preparing camera ready artwork & computer graphics.

-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 chemical fumes in darkroom.