

STATE OF OHIO (DAS)

CLASSIFICATION

SPECIFICATION

CLASSIFICATION SERIES:

Layout Design Artist

SERIES NO.:

8212

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

05/12/2019

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 full performance level, incumbents by hand &/or computer generated produce finished art designs & layouts.

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).

<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.