

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Graphic Designer I	
		Division and/or Subdivision Communications	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Sacramento HQ	
		Class Title of Position Graphic Designer I	
		Position Number 541-007-2884-002	
		Effective Date February 17, 2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	<p>Under the direction of the Education, Engagement and Outreach Information Officer II, the Graphic Designer I will provide the graphical and print execution of a variety of online publishing, multimedia and other mediums to support the Department in various signage, flyers and social media. The incumbent will have the knowledge of the principles of graphic design; techniques of interpreting statistical data; methods and techniques of freehand drawing and color illustration; elements of design; page layout, color theory; principles of graphic tools and equipment and graphic design software.</p> <p>*Design/produce banners, flyers, postcards, signage, event programs and maps for Interpretive Programs and Special Events. *Created brochures, illustrations, graphics, fonts and signage for special projects. *Incumbent must communicate effectively; use the elements of design to create page layout, preform image editing; apply color theory and typography; apply creativity in preparation of art work; learn and apply new software; produce freehand drawing and color illustration; maintain project files. *Work closely with Graphic Designer III</p>		
25%	<p>*Support Multimedia Team with development of graphic for internal and external multimedia productions and publications. *Use computer design software applications like Adobe to create graphical content for various program and event messages. *Created graphics for social media and website posts. *Develops and edits fact sheets and brochure material.</p>		
<p>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</p>			
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: Travel as needed for incidents and trainings, possibly several days at a time. Assisting CAL FIRE personnel throughout the state with social media and or multimedia projects. Will be subject to work overtime during nights, weekends, or holidays			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory			
Initials and date _____			

