

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Television Specialist		DWR POSITION NUMBER 0422-5571-900	SAP POSITION NUMBER 50105956	MCR 1
APPOINTEE TBD		SAP PERSONNEL NO. TBD	DIVISION/SECTION PAO/CSB/Video Production and AV Services	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☒ Rank and File BU: R01				
RESPONSIBILITIES EXERCISED ☒ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Albert Madrid	SUPERVISOR'S CLASSIFICATION Director, TV Comm. Center (Supv.)	
APPROVED BY (Personnel Analyst's Name) Marissa Arriaga			DATE 10/12/26	
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under the direction of the Director, Television Communications Center (Supervisor), the incumbent is responsible for all aspects of assigned video, audio and audio-visual productions from concept development to the finished product and distribution.			
	ESSENTIAL FUNCTIONS This position requires that the incumbent work cooperatively with others, maintain regular, consistent, predictable attendance, exercise good judgment, and communicate effectively, both orally and in writing. The specific essential duties are, but are not limited to, the following:			
40%	Meets with staff and management to determine communication goals and project parameters. Analyzes communications needs and determines the best medium for production or presentation. Completes needs and audience analysis, clarifies objectives, develops project briefs. Develops approach to communication needs, time-lines, and schedules. Writes project outlines for approval. Conducts extensive research, interviews subject matter experts, fact checks information for accuracy, and writes scripts based on research. Determines production requirements for execution of script. Identifies, schedules, and coordinates required components including shot list, stock footage, travel, talent, props, sets, technical support, vendor support, and location access. Establishes and maintains production cost estimates and production schedules. Communicates regularly with Public Affairs Office (PAO) management and staff to insure assigned projects are completed on time, within budget, and to the client's satisfaction.			
40%	Video production responsibilities include interviewing subject matter experts, location and studio talent direction, lighting, sound recording, narration direction, and music selection. Perform technical duties which include operation of digital video and audio recording equipment, unmanned aerial vehicles (drones), Adobe Premier and DaVinci Resolve editing software, and Adobe After Effects visual effects software, video streaming equipment and software, and streaming to YouTube, and Zoom platforms with live captioning.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Albert Madrid		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE ➤		DATE

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TBD		TBD	PAO/CSB/Video Production and AV Services	
Percent of Time	Activity			
20%	Delegates contracted production staff in studio or field location settings. Directs videographers, technical crew, graphic designers, and post production artist. Digitizes video media from various tape formats, archiving the media on a central server, and data basing the media for future retrieval and usage. Applies open or closed captioning to videos. Edits videos to accommodate translation to other languages, including Spanish and Hmong. Archives, retrieves and provides video footage to the news media, and video production companies. Encodes and posts video footage to Box account or other file-sharing websites. SPECIAL REQUIREMENTS Must possess artistic and creative abilities, and have normal or corrected vision, and normal color vision. Requires superior communications skills, ability to successfully apply creative solutions to a wide range of communications and training needs, and knowledge of audio-visual communications concepts and technology. Must maintain an FAA Certificate Of Authorization (COA) to operate drones for aerial videography and photography. Other required certification training may include OP-2 Awareness, Confined Space, Air Quality Monitoring, Fall Protection, Heat Illness Prevention, and Trenching and Shoring. May be required to shoot aerial video from a helicopter, shoot underwater video in rivers and streams, shoot large-scale construction, and hike with equipment including areas of the mountains requiring snowshoes. May be required to set up and monitor audio-visual equipment, and shoot still photography. Must possess the ability to lift and transport production equipment in excess of 50 lbs. Evening and weekend overtime work routinely required. Must maintain a valid California Class C driver's license with a good driving record as periodic statewide travel is required. OTHER RESPONSIBILITIES This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during governor declared emergencies, flood, dam SWP, and other incidents and emergencies. Additionally this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as CalOES and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recover, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders. The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position. All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.			