

## **REVISED EXAMINATION ANNOUNCEMENT**

**SEPTEMBER 27, 2022**

EXAM TITLE: DIRECTOR, TELEVISION COMMUNICATIONS CENTER  
(SUPERVISOR)

EXAM CODE: 2FS33

EXAM BASE: OPEN

DEPARTMENT: DEPARTMENT OF FORESTRY AND FIRE PROTECTION

FINAL FILING DATE: **OCTOBER 8, 2022\***

The bulletin announcing the above examination has been amended as follows:

\*The final filing date has been extended to **OCTOBER 8, 2022**. Applications postmarked after **OCTOBER 8, 2022**, will **NOT** be considered for this examination.

***Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.***

***If using the United States Postal Service (USPS) for delivery, there is no guarantee that your application will be postmarked and arrive by the final filing date. If your application does not have a postmark and arrives after the final filing date, your application will not be accepted into the examination. Therefore, to ensure timely delivery of your application, it is recommended that you use either parcel service, or certified mail. Using one of these options will provide proof the application was sent prior to the final filing date.***



## **Director, Television Communications Center (Supervisor)**

**Exam Code: 2FS33**

**Department:** State of California

**Exam Type:** Servicewide, Open

**Final Filing Date:** October 8, 2022

### **CLASSIFICATION DETAILS**

**Director, Television Communications Center (Supervisor) – \$6,244.00 - \$7,817.00 per month**

[View the Director, Television Communications Center \(Supervisor\) classification specification](#)

### **APPLICATION INSTRUCTIONS**

Final Filing Date: October 8, 2022

#### **Who Should Apply:**

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **six (6)** months.

#### **How To Apply:**

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

**SUBMIT BY MAIL OR IN PERSON:**

Department of Forestry and Fire Protection  
710 Riverpoint Court  
West Sacramento, CA 95605  
Examination Unit – (Attn: Diana Valenciano)

**Special Testing Arrangements:**

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources  
CalCareer Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814

Phone: (866) 844-8671

Email: [CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.CA.GOV)

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device

**MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

**Director, Television Communications Center (Supervisor)**

**Either I**

Four years of experience in motion picture or television communications production, at least one year of which must have been in an administrative or supervisory capacity.

**Or II**

One year of experience performing the duties of a Chief Engineer and Production Consultant, Television Communications Center, in the California state service.

**Or III**

Three years of experience performing the duties of a Television Specialist in the California state service.

## POSITION DESCRIPTION

### Director, Television Communications Center (Supervisor)

This is the working supervisor level. Incumbents plan, organize, and direct the activities of the persons employed in the Department's Television Communications Center and the technical and professional work performed in producing videotaped communications and training programs; reviews technical reports and scripts of videotaped productions and completed videotaped productions for content and style; develops television communication programs supportive of departmental goals; proposes guidelines and develops procedures for implementing the use of television communications media in programs throughout the State; trains others in proper production techniques; consults with persons requesting videotaped production service to determine how their needs can best be met; and does other related work.

## EXAMINATION SCOPE

This examination consists of the following components:

**Training and Experience Evaluation** – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

### Knowledge of:

1. Audio/video/data content standards and techniques for production and distribution of programming to produce effective messaging.
2. Broadcast television standards and techniques (e.g., media formats, Internet Protocol Television [IPTV], web-based techniques) for production and distribution of audio/video/data programming.
3. Video encoding technologies necessary to distribute video for broadcast, on the internet and internal use.
4. Broadcast digital video recording equipment, editing systems, and software to effectively accomplish daily tasks.
5. Web-based video delivery systems and the software necessary to distribute content effectively.
6. Directing and producing video programs to effectively communicate Department's message.

7. Television directing (e.g., linear and non-linear camera/computer-based techniques) of both talent and staff to produce effective audio/video/data messaging.
8. Audio/video/data content production and content management systems to increase efficiency in the workflow.
9. Content distribution utilizing available media formats and internet services to properly disseminate information and training to Department employees and the public.
10. The basic principles of effective speaking to secure contracts with vendors for specified services, and communicate with staff, management, and clients.
11. The principles of effective training to increase staff knowledge and productivity.
12. Preparing a budget appropriately to meet the Department goals and objectives.
13. Effective conflict resolution techniques to address issues that may arise.
14. A supervisor's responsibility for maintaining a work environment free of discrimination and harassment to comply with state and federal EEO requirements.
15. Customer service techniques and principles to ensure effective responses to customer concerns or complaints.
16. Current industry changes and standards to maintain industry and production standards.
17. Current industry terminology to effectively communicate with customers and staff.
18. Media production and direction to create products that meet industry standards.

**Skill to:**

1. Adapt plans/schedules/decisions to meet changing priorities of work objectives, personnel, resources, and/or workload demands.
2. Assign and delegate work to staff to ensure the operation functions effectively.
3. Operate media production equipment properly to for an effective product.
4. Operate IT equipment (e.g., laptop, cell phone) to perform necessary job functions (e.g., email, communications, online meetings).
5. Utilize Microsoft Office Suite (e.g., Outlook, PowerPoint, Word) to perform necessary job functions.

**Ability to:**

1. Evaluate the audio/video/data components of a media production to produce effective video programs.
2. Establish and maintain cooperative relationships with others to ensure effective completion of audio/video/data project.
3. Prepare and direct correspondence and comprehensive and objective reports to maintain effective communication with management.
4. Communicate and negotiate effectively to accomplish daily tasks.
5. Analyze situations accurately and take effective action to enhance productivity and meet goals and expectations.

6. Conceive and develop creative uses of the program in support of the Department's missions.
7. Work effectively with diverse personalities in stressful situations to meet goals and expectations.
8. Effectively manage creative staff to accomplish daily tasks of the program.
9. Tactfully and professionally respond in stressful situations to accomplish daily tasks.
10. Lift 25 pounds of equipment to aid in audio/video/data production.
11. Operate broadcast audio/video/data equipment to capture appropriate images and sound for purposes of the specified project.
12. Design and light a set or location to ensure proper illumination of subject matter.
13. Use non-linear computer-based techniques and systems for the post-production editing and distribution of audio/video/data programs.
14. Distribute video programs utilizing available media formats and web-based techniques to disseminate information and training to Department employees and the public.
15. Design, plan, and implement policies, procedures, and production schedules to effectively complete projects.
16. Plan, organize, and direct the work of others effectively to meet Department goals.
17. Hear and understand oral communication at normal speaking tones to properly perform duties related to the job.
18. Lead by positive example to effectively achieve operational goals.
19. Achieve effective results according to program plan goals and objectives.
20. See in color with visual acuity proficient to perform job duties.

## ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the **Director, Television Communications Center (Supervisor)** classification will be established for the State of California (all State of California departments, statewide).

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093)

is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

## EXAMINATION INFORMATION

[Preview of the DIRECTOR, TELEVISION COMMUNICATIONS CENTER \(SUPERVISOR\) Training and Experience Evaluation](#)

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## TAKING THE EXAMINATION

[Take the DIRECTOR, TELEVISION COMMUNICATIONS CENTER \(SUPERVISOR\) examination](#)

## TESTING DEPARTMENTS

State of California (all State of California departments)

## CONTACT INFORMATION

California Department of Human Resources  
CalCareer Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814  
Phone: (866) 844-8671  
Email: [CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.CA.GOV)

California Relay Service: 7-1-1 (TTY and voice)

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## **EQUAL OPPORTUNITY EMPLOYER**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

## **DRUG-FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## **GENERAL INFORMATION**

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must



be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.