



## **GRAPHIC DESIGNER II**

**Exam Code:6PABE-01**

## **GRAPHIC DESIGNER III**

**Exam Code:6PABE-02**

**Department:** California Public Employees' Retirement System

**Exam Type:** Open Examination

**Location:** Spot - Sacramento

**Final Filing Date:** Continuous Filing

### **CLASSIFICATION DETAILS**

**Graphic Designer II – \$4,879.00 - \$6,108.00 per month.**

**Graphic Designer III – \$5,751.00 - \$7,201.00 per month.**

View the [classification specification](#) for the Graphic Designer classification Series.

### **APPLICATION INSTRUCTIONS**

#### **Final Filing Date:**

Applications will be accepted on a continuous basis.

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

Applicants who meet the minimum qualifications as stated on this announcement may apply to take this examination. Once you have taken this examination, **you may not retake it 12 months.**

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

All applicants must submit a signed [Standard State Application \(678\)](#) with any required educational documentation (if applicable). Once your application has been verified as meeting the requirements for admittance to the examination you will be **emailed** the Training and Experience Examination link. Please be sure to include your current email address on your application.

Applications are available through the internet at <https://jobs.ca.gov/pdf/STD678.pdf> and may be delivered in person or by mail. Incomplete applications will not be accepted. Applications must include: "to" and "from" dates (month/day/year), hours worked, civil service class title(s), for all work experience and exam code. Resumes will not be accepted in lieu of a State Application (STD 678). Applications received without the required documents will result in rejection from this examination.

**FILE-IN-PERSON/CERTIFIED MAIL:**

CalPERS  
Human Resources Division  
Exam Services Unit  
400 Q Street, Lincoln Plaza North  
1st floor drop box by security desk  
Sacramento, CA 95811  
08:00 AM - 05:00 PM

**MAILING ADDRESS:**

CalPERS  
Human Resources Division  
Exam Services Unit  
P.O. Box 942718  
Sacramento, CA 94229-2718

**EMAIL:**

[HRSD\\_Exam\\_Svcs@CalPERS.CA.GOV](mailto:HRSD_Exam_Svcs@CalPERS.CA.GOV)

Your request form must be electronically signed if you wish to submit by email.

**NOTE:** Your Application must have an original signature to be accepted.

**Special Testing:** If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

## POSITION DESCRIPTION

### Graphic Designer II

This is the full journey level in the Graphic Designer series. Under direction, the Graphic Designer II is responsible for the concept, development, and production of the more complex graphic design work. With the aid of computer-assisted applications the graphic designer uses design and production elements to convey the desired impact and message to a specially targeted audience.

### Graphic Designer III

This is the advanced journey level in the Graphic Designer series. Incumbents create and produce materials and/or publications at the highest level for print, on-line publishing, multimedia, and other mediums. Incumbents in this class serve as high-level specialist responsible for the development and productions of the most complex graphic design work.

## MINIMUM QUALIFICATIONS

All applicants must meet the education requirement as stated on this exam bulletin to be accepted into the examination.

### GRAPHIC DESIGNER II

#### Either I

**Experience:** One year of experience in the California state service as a Graphic Designer I.

#### Or II

**Experience:** Two years of experience in concept development, consulting, page layout, drawing, photo editing, color correction, file preparation, on-line publishing, multimedia, and other mediums. **AND**

**Education:** Successful completion of a total of 24 semester college units with a minimum of five units in each of the following areas: graphic design theory, graphic computer software applications, and printing technology.

**NOTE:** Your application will be rejected if you do not provide a copy of the required educational document (transcripts) which shows the completed course requirements at the time of filing the application.

### GRAPHIC DESIGNER III

#### Either I

**Experience:** One year of experience in the California state service as a Graphic Designer II.

#### Or II

**Experience:** Three years of experience in concept development, consulting, page layout, drawing, photo editing, color correction, file preparation, on-line publishing, multimedia, and other mediums. **AND**

**Education:** Successful completion of a total of 30 semester college units with a minimum of six units in the following areas: graphic design theory, graphic computer software, and printing technology. *(One year of additional experience can be substituted for one year of college.)*

**NOTE:** Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

## EXAMINATION SCOPE

**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.

## **GRAPHIC DESIGNER II**

### **Knowledge of:**

1. Graphic design theories including typography, color, grid, and layout theories with appropriate application to support a design concept.
2. Current software used in the graphic design industry including the Adobe Creative Suite.
3. The design processes.
4. Procedures, processes, and materials needed to create effective visual communication solutions.
5. The principles of graphic design: balance/symmetry, rhythm/repetition, proximity, alignment, contrast, and white space.
6. Print specifications required to create bid/estimate request.

### **Skill to:**

1. Understand the project scope in order to produce appropriate visual communication solutions.
2. Create, test and prepare files for use in print and in electronic communications.
3. Produce accurate proofs.
4. Manage daily work effectively.
5. Adhere to established templates, style guides, and brand guidelines.
6. Develop concepts, implement edits, create proofs, and prepare files for final output.
7. Create and adhere to project schedules appropriately.
8. Establish and maintain effective working relationships.

### **Ability to:**

1. Recognize and communicate, in a timely manner, when workload is unmanageable, or project schedule is in jeopardy.
2. Prepare neat, clean comps for review by clients and management.

## **GRAPHIC DESIGNER III**

### **Knowledge of:**

1. Graphic design theories including typography, color, grid, and layout theories with appropriate application to support a design concept.
2. Current software used in the graphic design industry including the Adobe Creative Suite.
3. The design process.
4. Procedures, processes, and materials needed to create effective visual communication solutions.
5. The principles of graphic design: balance/symmetry, rhythm/repetition, proximity, alignment, contrast, and white space.
6. Print specifications required to create bid/estimate request.

### **Skill to:**

1. Research and analyze information to define project scope to produce appropriate visual communication solutions
2. Create, test and prepare files for use in print and in electronic communications.

3. Produce accurate proofs.
4. Manage daily work effectively.
5. Create and established templates, style guides, and brand guidelines.
6. Develop concepts, implement edits, create proofs, and prepare files for final output.
7. Establish the project brief as needed to define scope, measurable outcomes and other critical information.
8. Establish and manage project schedules to ensure project success.
9. Create accurate bid/estimate request packages for submission to appropriate vendors and evaluate response to award jobs.
10. Draft and present verbal or written proposals.
11. Act as project lead to provide project scope, schedule, and cost information to project partners, peers, and vendors.
12. Model adherence of unit policies and procedures to evaluate current strategies to improve upon established protocol.
13. Mentor production staff by sharing knowledge and experience.
14. Establish and maintain effective working relationships and when necessary utilize conflict resolution techniques.

#### **Ability to:**

1. Recognize and communicate, in a timely manner, when workload is unmanageable, or project schedule is in jeopardy.
2. Prepare neat, clean comps for review by clients and management.
3. Problem-solve and logically analyze details.
4. Act as visual communication expert to educate project partners.
5. Make recommendations to project partners for deliverables and schedule to meet project objectives.

### **SPECIAL PERSONAL CHARACTERISTICS**

Visual acuity and color vision sufficient to successfully perform the job; and creative ability.

### **ELIGIBLE LIST INFORMATION**

The eligible list for the **Graphic Designer** classification will be established for **California Public Employees' Retirement System (CalPERS)**:

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **12 months** after the list established date. Applicants must then retake the examination to reestablish eligibility. **CalPERS vacant positions are located in Sacramento.**

**NOTE:** The eligibility list can be used to fill vacancies statewide with other departments.

### **VETERANS' PREFERENCE**

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 [Veterans' Preference Application](#) (Std. form 1093) is available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

## CAREER CREDIT

Career Credits **will not** be granted in this examination.

## EXAMINATION INFORMATION

### TRAINING AND EXPERIENCE EXAMINATION WEIGHTED 100.00%

The entire examination will consist of an evaluation of training and experience weighted 100%. The Training and Experience Examination is designed to elicit specific information regarding each candidate's Knowledge, Skills and Abilities relative to the testing classification. Responses to the examination will be assessed based on pre-determined rating criteria. All applicants must complete the entire examination to receive a score. The examination process takes approximately one hour to complete. All competitors will be ranked competitively based on the responses. In order to obtain a position on the eligible list, you must meet the examination requirements and must attain a minimum score of 70% on the examination.

**NOTE:** Be sure to include your current email address on your application. If you do not include your email address you will not receive the link to take the examination.

## CONTACT INFORMATION

If you have any questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

CalPERS Exam Services Unit  
400 P Street, Suite LPN 3260  
Sacramento, CA 95811

**Email:** HRSD, Exam Services [HRSD\\_Exam\\_Svcs@CalPERS.CA.GOV](mailto:HRSD_Exam_Svcs@CalPERS.CA.GOV) or

**Phone: (916) 795-2444**

California Relay Service: (7-1-1)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

## 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.

## 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 workplace. 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 Public Employees' Retirement System (CalPERS)** 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.

**Criminal Record Clearance Information:** Upon employment, California Public Employees' Retirement System positions are subject to fingerprinting and a criminal record check requirement. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal record clearance procedure. The criminal record clearance is a condition of employment in positions affected by this procedure.

**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.

**Bulletin Revision Date: 7/14/22**