

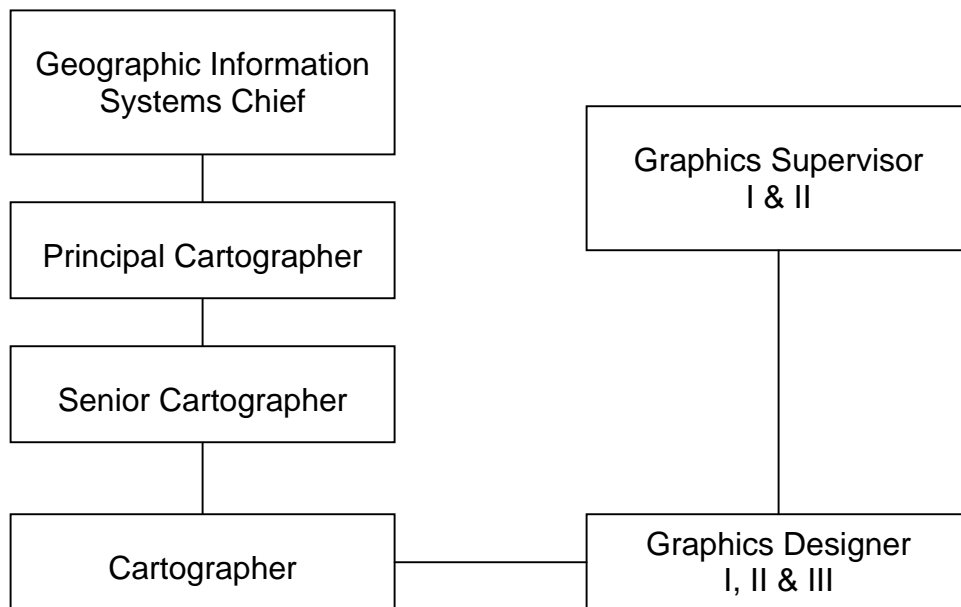
**CITY OF LOS ANGELES
PERSONNEL DEPARTMENT**

CAREER OPPORTUNITIES FOR GRAPHICS DESIGNERS

This information is being given to you to describe potential promotional opportunities as a Graphics Designer. The career ladders that are available to Graphics Designers are diagrammed below. The duties and requirements for the first promotional levels of these career ladders are described below. We encourage you to examine the options open to you and to prepare yourself for the promotions for which you qualify.

COMMON CAREER LADDERS FOR GRAPHICS DESIGNERS

The chart below shows the normal career paths for Graphics Designer. Normal advancement within this series is from Graphics Designer to Graphics Supervisor. With specific types of experience, however, promotion or lateral movement between these lines is also possible.



DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVEL

DUTIES

Graphics Supervisor – A Graphics Supervisor supervises the preparation of graphic illustrations, displays, graphic reproduction layouts, maps, photographic presentation and drawings; or assists in the supervision of such activities.

Senior Cartographer – A Senior Cartographer assigns, reviews and evaluates the work of a group of Cartographers and may direct other employees engaged in preparing and maintaining precision drawn basic City record and special project maps, charts and graphs;

applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunities responsibilities.

REQUIREMENTS

Graphics Supervisor

Four years of full-time paid experience with the City of Los Angeles as a Graphics Designer or in a class at least at that level which provides experience in art, illustration, layout and publication design, printing or display work.

Senior Cartographer

Three years of full-time paid experience as a Cartographer or in a class which is at least at that level in preparing and maintaining precision drawn basic City record and special purpose maps.

One year of college education may be substituted for one year of the required experience.

In some City departments, employees may be required to work weekend and evening work assignments.

The above information was compiled from work done by the Personnel Department in preparing job analyses for examination, classifying jobs and determining the jobs that would provide qualifying experience for promotional examinations. This information does **not** replace class specifications and examination bulletins.

PREPARING YOURSELF FOR PROMOTION

1. Broaden your work experience by taking advantage of job rotation and transfer opportunities. Take advantage of on-the-job training opportunities relating to your work.
2. Take advantage of formal education opportunities relating to your work.
3. Learn and stay abreast of laws, procedures, policies and practices relating to your career ladder.
4. Carefully review examination bulletins and class specifications for promotional classes to determine the kinds of skills, knowledges and abilities you need to develop for promotion.
5. Request for Notification cards may be completed in Room 100 of the Personnel Building (213) 847-9240 to notify you by mail when a specific examination is open for filing. Familiarize yourself with the areas in your work location where weekly job bulletins are posted.
6. Employees may obtain career counseling from the Personnel Department's Employee Development Section, (213) 847-9800, in Room 380, Personnel Building.