

**CITY OF LOS ANGELES  
CIVIL SERVICE COMMISSION**



**CLASS SPECIFICATION**  
POSTED JUNE 1999

04-26-96

**COMPUTER GRAPHIC ARTIST, 1660**

**Summary of Duties:** Designs and produces computer generated animation and graphics for municipal access productions under the general direction of the Cable Television Production Manager; oversees the CITYTEXT service, which includes receiving CITYTEXT requests, developing and designing CITYTEXT messages, obtaining approval for CITYTEXT messages from clients and scheduling CITYTEXT messages to air on L A Cityview Channel 35; assists in the graphic and related areas for coverage of all City Council and other meetings as directed; and does related work.

**Distinguishing Features:** An employee of this class designs and implements all CITYTEXT requests submitted by City departments, Council offices, and other eligible users. A Computer graphic Artist oversees the overall look of the municipal access channel to ensure that the channel has a consistently high quality look to all of its programming elements. A Computer Graphic Artist works closely with client departments to accurately and effectively implement their CITYTEXT requests and ensures that all CITYTEXT designs are approved by clients if directed to do so prior to airing. A Computer Graphic Artist uses creative ability and technical skill through the use of television video, computer media, and print format in developing and implementing original concepts in two and three dimensional still and moving animation. An employee in this class provides creative input in working with contract producers and directors to accomplish the graphic needs of all video productions from concept to completion.

An employee of this class does not normally supervise, but may act in a lead capacity over others in the same class. Some positions may provide technical assistance and support to other Computer Graphic Artists.

**Examples of Duties:** A Computer Graphic Artist:

- ! Designs, coordinates, and prepares all computer graphic needs of video productions under the specific direction of the contract producer/director;
- ! Maintains the proper operation of the Channel's CITYTEXT service;
- ! Uses various computer software programs to design three dimensional moving animation;
- ! Produces logos, Channel identification, station breaks, and program line-up promotional spots on an on-going basis;

- ! Ensures that computer listing related programming, such as found pet listings, bid listing, and City Council agenda information is completed as scheduled;
- ! Develops a written policy for CITYTEXT and maintains CITYTEXT archives;
- ! Develops and maintains a computerized filing system and maintains a file for all Channel 35 computer graphics and animation;
- ! Ensures that all equipment and tools necessary to perform the related tasks are in proper working order;
- ! Performs routine maintenance of equipment and reports equipment repair and failure to designated personnel;
- ! Assists in the graphic needs of live City Council coverage and oversees the proper preparation of Council agendas;
- ! Designs and executes print material as needed;
- ! Develops policies for computer filing of graphics and animation for L A Cityview Channel 35;
- ! Provides on-going expert analysis of the Channel's short and long-term computer graphic needs and provides research and recommendations for equipment and software purchases and upgrades;
- ! Keeps current records of on-going and one-time requests for CITYTEXT;
- ! Proof reads all character generated material on CITYTEXT;
- ! Downloads and formats information from the City's mainframe computer to air on the municipal access channel, including bid listings, pet listings, nightly line-ups, and Council agenda listings;
- ! Consolidates and erases graphics materials to create economies of storage media such as laser disks, Bernoullis, and data cartridges;
- ! Assists in Council video and other video editing and production work as directed;
- ! May develop and supervise intern programs for computer graphic artists;
- ! Assists and works with the Channel's Internet page coordinator.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** Incumbents must have the following knowledges and abilities:

**A good knowledge of:**

- ! Principles of design, layout and color harmony and of the processes, equipment, and material used in the preparation of video computer animation in two and three dimensional formats and computer generated text and graphics for television broadcasting;
- ! Photographic techniques relating to assembling and composition of visual presentations;
- ! The operation, use, and care of a wide variety of computer graphics and animation equipment, such as silicon graphics computers, flat bed scanners, laser disc recorders, Betacam SP videotape recorders, real time scan convertors,

- character generators, color printers, and PC based computer graphics programs;
- ! Various computer graphics software such as Alias, Aurora, Topas, Rio, Photoshop, Lumena and Virtual Video Producer;
- ! Current and new technologies in the field of computer graphics and animation.

**A working knowledge of:**

- ! Video production and editing equipment and techniques;

- ! Computer graphic techniques and systems, including desk top printing;
- ! Safety precautions and hazards involved in working around computer graphics and animation equipment;
- ! Word processing software programs, such as WordPerfect, etc.

**A general knowledge of:**

- ! Municipal access guidelines and policies.

**The ability to:**

- ! Create designs for video purpose from rough sketches or verbal instructions;
- ! Operate a variety of computer graphics and animation equipment, such as silicon graphics computers, flat bed scanners, laser disc recorders, Betacam SP videotape recorders, real time scan convertors, character generators, color printers, and PC based computer graphics programs;
- ! Keep current with existing and new technologies in the computer graphics and animation field;
- ! Present technical data in an effective visual communication style using computer graphics and animation;
- ! Be creative, think independently, and exercise sound judgment and clarity;
- ! Work in a creative environment as a team-player;
- ! Communicate and deal tactfully and effectively with City officials, clients, contractors, employees, supervisors and the public.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

**Minimum Requirements:**

1. Two years of full-time paid experience creating two-dimensional and three-dimensional animations, including creating opening titles, promos, and charts; and
2. Two years of education from a recognized college or university with successful completion of at least 12 semester or 18 quarter units in art, design, design graphics, computer graphics, paint, or two-dimensional and three dimensional computer graphics on PC and Silicon Graphics computers.
3. Graduation from a recognized four-year college or university with a degree in art, design graphics, or computer graphics may substitute for one year of the required experience.

**License:** A valid California driver's license may be required for some positions in this class.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not**

**restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.**