

**CITY OF LOS ANGELES  
CIVIL SERVICE COMMISSION**



**CLASS SPECIFICATION**  
POSTED JUNE 1999

04-26-96

**PLAYBACK OPERATOR, 6146**

**Summary of Duties:** Performs playback of taped and live programming on the City of Los Angeles Municipal Access Channel as scheduled and in conformance with established procedures and technical operations standards; assists the Council video and audio crew during live and taped coverage of meetings; performs routine maintenance tasks on video production, playback, dubbing and related equipment; performs general video production work and editing as assigned; and does related work.

**Distinguishing Features:** An employee of this class performs a combination of technical and support duties necessary to provide quality playback for L A Cityview Channel 35. A Playback Operator is responsible for the quality control of all tapes for playback on Channel 35 and must follow established procedures and respond appropriately when technical difficulties arise during playback. Incumbents may be required to work night and morning shifts on a rotating basis. Assignments normally are given verbally and in writing and results are evaluated in terms of desired results.

**Examples of Duties:** A Playback Operator:

- ! Provides playback of all programs on Channel 35;
- ! Provides back-up support to Video Technicians to prepare all tapes for the recording of the City Council meetings during live Council coverage, including proper labeling;
- ! Reviews videotapes for proper video and audio recording levels;
- ! Ensures that videotapes are properly referenced with time code numbers;
- ! Maintains daily playback log;
- ! Reviews playback logs to ensure the time code reference numbers match those on the tapes;
- ! Provides assistance as relief Council crew operator;
- ! Provides support with editing and video production tasks as directed;
- ! Logs Council video coverage and other meeting coverage as needed;
- ! Dub videotapes as assigned and ensures that all dub requests and work orders are processed in a timely manner;
- ! Works with automated playback system and ensures its proper operation;

- ! Follows established guidelines to resolve problems during playback, such as reporting channel outages;
- ! Reports all equipment failure problems to designated personnel in accordance with established procedures;
- ! Prepares discrepancy reports to report problems and their final disposition;
- ! Performs routine maintenance tasks on playback, dubbing, and other related equipment to ensure proper operation;
- ! Assists in the maintenance of the videotape library.

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:**

- ! Functions, methods, processes, and procedures used in video playback operations and systems;
- ! The operation, use, and care of video production, playback, and dubbing equipment, such as videotape players, routers, switching equipment, and testing equipment;
- ! Computers and related applications used in video production and playback operations;
- ! Established procedures and technical operations standards for performing playback of taped and live programming on Channel 35;
- ! Common sources of trouble and the methods of maintaining and servicing video production, playback, dubbing, and related equipment;
- ! Test equipment, tools, and materials used in the maintenance and repair of video production, playback, dubbing, and related equipment;
- ! Video production materials and supplies such as tape and tape stock.

**A working knowledge of:**

- ! Safety precautions and hazards involved in working around video production and playback equipment in the studio and in the field;
- ! The operation and use of video production facilities such as studios and edit bays.

**A general knowledge of:**

- ! Basic clerical procedures and methods used for record keeping, filing, and cross-referencing purposes.

**The ability to:**

- ! Work under pressure while paying meticulous attention to details;
- ! Interpret and enforce established procedures and technical operations standards for performing playback of taped and live programming on Channel 35;
- ! Use test equipment, tools, and materials for performing maintenance and repair of video production, playback, dubbing, and related equipment;

**Examples of Duties (Cont.):**

- ! Write clear and concise reports;
- ! Follow written and oral instructions;
- ! Communicate and deal tactfully and effectively with City officials, 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.

**Examples of Duties (Cont.):**

**Minimum Requirements:**

1. One year of full-time paid experience in master control with automated playback system; or
2. Two years of full-time paid experience performing general video production and computer operations.

**License:** A valid California drivers 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.