



DENVER
THE MILE HIGH CITY

Career Service Authority
Denver's Human Resource Agency

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JOB SPECIFICATION MEMORANDUM

TO: All agencies citywide
Holders of Job Specification Books

FROM: Alena Martinez

DATE: September 2, 2008

SUBJECT: New and/or revised Job Specifications

Attached are revised and/or new job specifications. These should be placed in your job specification book.

Old job specifications listed in the column "Job Specifications to be Removed" should be removed from your book and destroyed.

Agencies that hold only selected job specifications may discard those that are not classes within their agency.

**New and Revised
Job Specifications**

**Job Specifications
to be Removed**

Attorney Intern
Rev. 08/31/2008

Attorney Intern
Rev. 08/05/2007

Electronic Monitoring Probation Officer
Rev. 08/31/2008

Electronic Monitoring Probation Officer
Est. 09/16/1995

Senior Television & Video Producer
Rev. 07/20/2008

Senior Television Services Producer
Est. 08/01/1998

Television & Video Director/Editor
Rev. 07/20/2008

Television Services Director/Editor
Est. 09/16/1995

Television & Video Producer
Rev. 07/20/2008

Television Services Producer
Rev. 10/28/2007

Television & Video Production
Support Technician
Rev. 07/20/2008

Television Services Production
Support Technician
Rev. 10/01/1997

Television Engineer
Rev. 07/20/2008

Television Engineer
Rev. 01/01/2003

Television Programmer
Rev. 07/20/2008

Television Services Programmer
Rev. 02/16/2006



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Attorney Intern

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GENERAL STATEMENT OF CLASS DUTIES

Performs trainee professional legal work for the City Attorney's office, District Attorney's office, and the Career Service Authority Hearings Office. Maximum length of service in training class: *one year*

DISTINGUISHING CHARACTERISTICS

This class performs trainee professional legal work in any of the subject areas practiced by the City Attorney's Office, the District Attorney's Office, or the Career Service Authority's Hearings Office. This class is distinguished from **Assistant City Attorney-Entry** that provides entry-level legal representation in said offices.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well-established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions. Duties assigned are generally repetitive and restricted in scope, but may be of substantial intricacy. Employee is primarily concerned with the application of standardized practices. Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Employee prepares recommendations for problems that are not covered by guidelines or are without precedent and presents these to the supervisor. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Level of Supervision Received and Quality Review:

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

Interpersonal Communications and Purpose:

Contacts with the public or employees where information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

Level of Supervision Exercised:

No supervisory responsibility.

ESSENTIAL DUTIES

Trains in the theoretical and technical aspects of the legal field and learns and performs work procedures related to the assignment.

Trains and assists in the preparation and trying of routine legal cases involving disputes concerning or alleged violations of ordinances, municipal codes, and State law. Such controversies may be heard in administrative venues as well as courts of original and appellate jurisdiction.

Trains and assists in the preparation of legal documents related to the City's transactional needs, including contracts.

Trains in and assists in the preparation of legal opinions, briefs, motions and pleadings, and other documentation or correspondence.

Performs routine legal research and assists in research of more complex legal problems, under the supervision of a higher-level attorney or hearing officer.

Some positions may assist with the explanation and interpretation of cases to agency personnel, employees and the public.

Some positions may perform investigatory duties related to assigned cases.

Some positions may train to provide advice to agency managers regarding city business.

Some positions may learn to prepare examination questions for hearings and court proceedings, and participate in arraignments and depositions.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing – Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

Legal, Government and Jurisprudence – Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.

Integrity/Honesty – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information. Analyzes information and makes correct inferences or draws accurate conclusions.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Self-Management – Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Decision Making – Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Oral Communication – Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Interpersonal Skills – Shows understanding, courtesy, tact, empathy, concern; develops & maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds & situations; is sensitive to individual differences.

Planning and Evaluating – Organizes work, sets priorities, determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization; monitors progress, evaluates outcomes.

Memory – Recalls information that has been presented previously.

Learning – Uses efficient learning techniques to acquire and apply new knowledge and skills. Uses training, feedback, or other opportunities for self-learning and development.

Self-Esteem – Believes in own self-worth; maintains a positive view of self and displays a professional image.

Flexibility – Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Creative Thinking – Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.

Stress Tolerance – Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergencies, dangerous situations).

Information Management – Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Knowledge of legal principles and practices sufficient to be able to perform a variety of duties related to the work assignment.

Knowledge of analysis and research techniques sufficient to be able to determine what information is needed, secure and analyzes desired information and formulate logical recommendations.

Skill in using the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.

Skill in conducting investigations related to the work assignment.

Skill in interpreting and applying written guidelines, precedents, and work practices to standardized work situations or specific cases.

Skill in recognizing non-standardized situations and preparing recommendations for problem resolution.

Physical Demands:

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Walking: moving about on foot.

Hearing: perceiving the nature of sounds by the ear.

Standing: remaining on one's feet in an upright position.

Working Environment:

Pressure due to multiple calls and inquiries

Subject to many interruptions

Subject to long, irregular hours

Education Requirement:

Graduate or current enrollment in a College of Law approved by the American Bar Association, working toward the attainment of a Juris Doctor Degree.

Experience Requirement:

None.

Education/Experience Equivalency:

None.

Licensure and/or Certification:

None.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 10/01/2004

REVISED DATE: 08/31/2008

REVISED BY: Hameed Pousti

CLASS HISTORY: 10/01/04 – Class was originally created.
08/05/07 – The General Statement of Class Duties, Essential Duties, and Competencies, Knowledge & Skills has been revised and the job specification updated into HR Manager Format.
08/31/08 – The maximum length of service in training class (One year) was added to the GSD.



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Electronic Monitoring Probation Officer

GENERAL STATEMENT OF CLASS DUTIES

Provides a safe environment for the community through performing 24-hour on-call monitoring of and providing a structured environment for court assigned offenders.

DISTINGUISHING CHARACTERISTICS

The Electronic Monitoring Probation Officer is distinguished from the Electronic Monitoring Probation Officer-Lead that performs permanently assigned lead work overseeing operational activities of a team of Electronic Monitoring Probation Officers assigned to one of four teams including Pretrial, Post Conviction, Alcohol or Field Work providing a safe environment for the community through 24/HR on-call monitoring and providing a structured environment for court assigned offenders.

This class is also distinguished from Probation Officer series that perform professional work providing case management by interviewing, investigating, counseling, and referring clients for probation and preparing pre sentencing reports and other document for the court.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented and presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

None

ESSENTIAL DUTIES

Utilizing electronic drive-by, on-site, or telephone monitoring equipment, performs 24 hour on-call monitoring of offenders at residences, businesses, or performing community service.

Meets with clients weekly to verify client participation in court ordered treatment, employment, and/or community service, and documents client progress.

Conducts investigations and verifies information on misdemeanants and felons, and utilizes a computer to access and record information from the National Crime Information Center, the District Attorney's Record, or other law enforcement or probation databases.

Determines action to be taken for offender failure to meet court dictated requirements, and notifies supervisor and court.

Analyzes offender's performance and compliance with court ordered programs, and prepares reports for the courts concerning revocation requests, program progress, and recommendations for treatment.

Interviews defendants, victims, witnesses and others to obtain information.

Installs electronic monitoring equipment, and ensures the return of all equipment and supplies.

Provides information to the court on impacting laws and relevant electronic monitoring issues.

Testifies in court as needed.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge & Skills:

Integrity/Honesty - Displays a high standard of ethical conduct and understands the impact of violating these standards on an organization, self and others; chooses an ethical course of action; is trustworthy.

Writing - Recognizes or uses correct English grammar, punctuation and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

Reading - Understands and interprets written material, including technical information, rules, regulations, instructions, reports, charts, graphs or tables; applies what is learned from written materials to specific situations.

Stress Tolerance - Deals calmly and effectively with high stress situations i.e. hostile individuals, emergency situations, dangerous situations, etc.

Oral Communication - Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others and facilitates an open exchange of ideas.

Interpersonal Skills - Shows understanding, courtesy, tact, empathy, concern; develops and maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds and situations; is sensitive to individual differences.

Decision Making - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks and evaluates and chooses the best alternative in order to make a determination, draw conclusions or solve a problem.

Legal/Government/Jurisprudence - Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Teamwork - Encourages and facilitates cooperation, pride, and trust and group identity; fosters commitment and team spirit; works with others to achieve goals.

Self-Esteem - Believes in own self-worth; maintains a positive view of self and displays a professional image.

Self Management - Sets well-defined and realistic personal goals; displays a high level of initiative, effort and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Memory - Recalls information that has been presented previously.

Reasoning - Identifies rules, principles or relationships that explain facts, data or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Problem-Solving - Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

Flexibility - Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles; effectively deals with ambiguity.

Planning & Evaluating - Organizes work, sets priorities, determines resource requirements; determines short or long term goals and strategies to achieve them; coordinates with other organizations or parts of the organization; monitors progress, evaluates outcomes.

Creative Thinking - Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.

Learning - Uses efficient learning techniques to acquire and apply new knowledge and skills; use training, feedback, or other opportunities for self learning and development.

Information Management - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Technology Application - Uses machines, tools, or equipment effectively; uses computer and computer applications to analyze and communicate information in the appropriate format.

Technical Competence - Uses knowledge that is acquired through formal training and/or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Psychology - Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.

Organizational Awareness - Knows the organization's mission and functions, and how it's social, political, and technological systems work. This includes policies, procedures, rules, and regulations of the organization.

Influencing/Negotiating - Persuades others to accept recommendations, cooperate or change their behavior; works with others towards and agreement; negotiates to find mutually acceptable solutions.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment of self/others.

Skill in applying existing guidelines or recommending new approaches to the development/modification of work plans/methods/procedures for the work unit/functions.

Physical Demands:

Eye-Hand Coordination: Accurately coordinates one's eyes with one's fingers, wrists, or arms to perform job related tasks (form example, to move, carry, or manipulate objects).

Agility: Bends, stretches, twists, or reaches out with the body, arms, or legs.

Stamina: Exerts oneself physically over long periods of time without tiring.

Lifting: Raising or lowering an object 10-25 pounds.

Carrying: Transporting an object, usually by hand, arm, or shoulder.

Balancing: Maintaining body equilibrium to prevent falling over.

Reaching: Extending the hand(s) and arm(s) in any direction.

Far Acuity: Ability to see clearly at 20 feet or more.

Near Acuity: Ability to see clearly at 20 inches or less.

Field of Vision: Ability to see peripherally.

Working Environment:

Subject to varying and unpredictable situations.

Subject to many interruptions.

Pressure due to multiple calls/inquiries.

Education Requirement:

Baccalaureate Degree in Criminal Justice, Corrections, Psychology, Public Administration, Sociology, or a directly related field.

Experience Requirement:

One year of experience in case writing or counseling in areas such as probation, alcohol and drug abuse, or domestic violence.

Education/Experience Equivalency:

Additional appropriate type and level of experience may be substituted for the minimum education requirement on a one year for one year basis.

Licensure and/or Certification:

Possession of a valid Colorado Class "R" Driver's License at the time of application.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

ESTABLISHED BY: Janell Flaig

REVISED DATE: 08/31/2008

REVISED BY: Hameed Pousti

CLASS HISTORY 09/16/95—Class was originally created
08/31/08—Job spec was placed in to new format



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Senior Television & Video Producer

GENERAL STATEMENT OF CLASS DUTIES

Performs full performance, professional and supervisory level work planning, producing, and coordinating studio, remote, field, live, and recorded productions.

DISTINGUISHING CHARACTERISTICS

Senior Television & Video Producer is distinguished from the *Television & Video Producer*, which performs professional level work planning, producing, and coordinating studio, remote, field, live, and recorded productions. In addition, the Senior Television & Video Producer is distinguished from the *Television & Video Director/Editor*, which performs professional level work planning, directing, and editing studio, remote, field, live, and recorded productions. Finally, the Senior Television & Video Producer is distinguished from the *Television Programmer*, which performs professional level work coordinating the preparation, scheduling, and delivery of television programming and coordinating the acquisition of television programs and promotional announcements.

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of stated objectives for the section, unit, function or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under managerial direction, the employee has personal accountability for carrying out the work objectives of an organizational unit or section within the scope of established guidelines and the mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communications and Purpose:

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion and judgment and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised:

Supervises two or more employees, including on-call or temporary employees.

ESSENTIAL DUTIES

Collaborates and leads the creative content process and maintains the overall responsibility for the concept, format, and content of all programs. Serves as an in house consultant for refinement and redesign of existing programs and makes suggestions for new programming.

Develops and monitors production budgets for all studio, remote, live, and recorded productions. Identifies costs and technical and production requirements for all projects in order to achieve maximum cost efficiency.

Plans, assigns, and evaluates the work of staff members; provides technical expertise to staff; establishes and/or monitors current methods and policies; and recommends changes in practices and procedures.

Trains new staff members on applicable standards, regulations, and requirements; orients staff with appropriate policies and procedures; and ensures that work conforms to policies, standards, and regulations.

Assigns and distributes work, reviews work for accuracy and completeness, and provides recommendations for proper completion of assignments, including the proper allocation of production resources.

Develops the performance enhancement plan, documents performance, provides feedback, and formally evaluates the work of employees.

Responds to formal and informal employee grievances and prepares written response.

Documents causes for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action.

Researches, reviews, and analyzes governmental issues and develops presentation concepts, formats, and content (including scripts, reports, and support materials).

Holds auditions and selects talent, when necessary; provides direction to on-camera talent during the taping of the production.

Oversees the design and look of graphics and the overall visual content for the production; inputs and operates electronic titling systems when necessary.

Ensures production standards are being met and maintained.

Documents topical and historical City events and delivers to the audience in news, feature, or promotional format.

Prepares, encodes, and archives programs for streaming on the city website then manages the agenda, contact, and other relevant information for each production.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Oral Communications – Expresses information to individuals or groups effectively, taking into account the audience and nature of the information, makes clear and convincing oral presentations, listens to others, attends to nonverbal cues, and responds appropriately.

Problem Solving – Identifies problems, determines accuracy and relevance of information, uses sound judgment to generate and evaluate alternatives, and makes recommendations.

Written Communication – Expresses facts and ideas in writing in a succinct and organized manner.

Leadership – Inspires, motivates, guides others towards goals; coaches, mentors, challenges staff; adapts leadership styles to various situations; models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.

Technical Competence – Uses knowledge that is acquired through formal training/extensive on the job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Flexibility – Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with pressure and ambiguity.

Interpersonal Skills – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, deals with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Decisiveness – Makes sound and well-informed decision; perceives the impact and implications of decisions; commits to action, even in uncertain situations, in order to accomplish organizational goals; causes change.

Self-Direction – Demonstrates belief in own abilities and ideas; is self-motivated and results-oriented; recognizes own strengths and weaknesses; seeks feedback from others and opportunities for self-learning and development.

Conflict Management – Manages and resolves conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative personal impact.

Client Orientation – Anticipates and meets the needs of clients; achieves quality end-products; is committed to improving services.

Team Building – Manages group processes; encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Human Resources Management – Empowers staff by sharing power and authority; develops lower levels of leadership, pushing authority down and out throughout the org.; shared rewards with staff; ensures staff are properly selected, used, appraised, and developed, and treated fairly.

Influencing/Negotiating – Persuades others; develops networks and coalitions; gains cooperation from others to obtain information and accomplish goals; negotiates to find mutually acceptable solutions; builds consensus through give and take.

Managing Diverse Workforce – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce; manages workforce diversity.

Planning and Evaluating – Organizes work, sets priorities, determines resource requirements, determines short or long term goals and strategies to achieve them, coordinates with other organizations or parts of the organization, monitors progress, and evaluates outcomes.

Listening – Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Creative Thinking – Uses imagination to develop new insights into situations, applies innovative solutions to problems, and designs new method where established methods and procedures are inapplicable or are unavailable.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Administration and Management – Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Management of Financial Resources – Determining how money will be spent to get the work done, and accounting for these expenditures.

Knowledge of media production, communication, and dissemination techniques and methods.

Knowledge of transmissions, broadcasting, switching, control, and operation of telecommunications systems.

Knowledge of television production practices sufficient to be able to plan and coordinate equipment, supplies, participants, and written materials and music.

Knowledge of budgeting procedures and requirements sufficient to be able to administer a budget to accomplish objectives.

Knowledge of supervisory principles and practices sufficient to be able to establish priorities, assign and review work, and resolve problems.

Knowledge of business concepts and terminology, including marketing and cost evaluation.

Physical Demands:

Sitting: remaining in the normal seated position.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).
Fingering: picking, pinching, or otherwise working with fingers.
Feeling: perceiving attributes of objects by means of skin receptors.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive Motions: making frequent movements with a part of the body.
Eye/Hand/Foot Coordination: performing work through using two or more.
Lifting: raising or lowering an object more than 50 pounds.
Far Acuity: ability to see clearly at 20 feet or more.
Near Acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distance and space relationships.
Field of Vision: ability to see peripherally.
Accommodation: ability to adjust vision to bring objects into focus.
Color Vision: ability to distinguish and identify different colors.

Working Environment:

Exposed to hazards from electrical, mechanical, and/or power equipment.
Handles emergency or crisis situations.
Possible night and weekend work.
Work is primarily performed in an office setting and frequently at other locations for meetings.

Education Requirement:

Bachelor Degree in Communications, Journalism, Television Production, Digital Filmmaking & Video Production, or a directly related field.

Experience Requirement:

Three years of professional level experience planning, producing, and coordinating productions at the type and level of Television & Video Producer.

Education/Experience Equivalency:

Additional appropriate type and level of experience may be substituted for the minimum education requirement on a one year for one year basis.

Licensure and/or Certification:

By position, requires a valid driver's license.
Completion of the Career Service Authority supervisory training courses prior to the completion of the probationary period.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

ESTABLISHED BY: Don Braden

REVISED DATE: 07/20/2008

REVISED BY: Melissa Palmer

CLASS HISTORY: 7/20/2008 – Updated Essential Duties, General Statement of Duties, and Minimum Qualifications.



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Television & Video Director/Editor

GENERAL STATEMENT OF CLASS DUTIES

Performs full performance, professional level work for Denver 8 by planning, directing, and editing studio, remote, field, live, and recorded productions.

DISTINGUISHING CHARACTERISTICS

Television & Video Director/Editor is distinguished from the *Television & Video Production Support Technician*, which level production support work by setting up studio and locations for video production and operating and maintaining television equipment. In addition, the Television & Video Director/Editor is distinguished from the *Television Programmer*, which performs professional level work coordinating the preparation, scheduling, and delivery of television programming and coordinating the acquisition of television programs and promotional announcements. Next, the Television & Video Director/Editor is distinguished from the *Television & Video Producer*, which performs professional level work planning, producing, and coordinating studio, remote, field, live, and recorded productions. Finally, the Television & Video Director/Editor is distinguished from the *Senior Television & Video Producer*, which performs professional and supervisory level work planning, producing, and coordinating studio, remote, field, live, and recorded productions.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy and conformance to policy.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

By position, supervises technical staff, including on-call or temporary employees.

ESSENTIAL DUTIES

Collaborates with producers and clients and executes the agreed upon concept, format, and content of assigned projects and/or programs. Discusses technical details and implementation of a production.

Designs graphics, motion, and/or animation to ensure that the visual schemes effectively represent the producer and client's vision and that the production meet established quality and production standards.

Works with producers to identify budget requirements, production ratios, and conceptual feasibility for studio, remote, live and recorded productions.

Plans the visual schemes when switching during shoots to effectively capture the unfolding of events.

Analyzes and designs technical plans for studio, remote, filed, live, and recorded productions; organizes and schedules the equipment required for productions.

Designs, configures, and supervises the construction and placement of equipment and props for studio, remote, and live productions.

Directs the work of staff operating cameras, lighting, and sound during studio, remote, live, and recorded productions; reviews work then provides feedback and development opportunities for staff.

Creates the final version of all studio productions by operating editing systems, electronic titling systems, video switching equipment, and digital video effects units in order to arrange video segments into the correct sequence and insert music, dialogue, and special effects.

Creates and edits promotions, public service announcements (PSAs), and graphics (including "opens" and "closes").

Creates and maintains sound editing and design standards to ensure that audio levels are accurate and consistent for all productions.

Researches and advises the production team of feasible improvements to products that would enhance content value and impact. Reviews and makes recommendations to rework existing programs as necessary to improve production style, elements, message, and cost effectiveness.

Prepares products for the city and agency websites, which includes creating video and graphic elements and encoding and compressing files (to fit a file format suitable for the internet).

Assists with the troubleshooting and resolution of issues with editing systems and production equipment.

Takes inventory, evaluates equipment needs, recommends capital budget expenditures, and provides expenditure justification.

Prepares reports such as evaluations for station productions.

By position, maintains, troubleshoot, and resolves issues with editing systems and related production equipment. Works with other staff members to troubleshoot and resolve technical issues during productions.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Technical Competence – Uses knowledge that is acquired through formal training or extensive on the job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Creative Thinking – Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new method where established methods and procedures are inapplicable or unavailable.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Listening – Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Decision Making – Makes sound, well informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

Self Management – Sets well defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people with varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

Customer Service – Works with client and customers to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.

Reading – Understands and interprets written material, including technical material rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written materials to specific situations.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Oral Communication – Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Writing – Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

Knowledge of media production, communication, and dissemination techniques and methods.

Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.

Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

Knowledge of television production practices sufficient to be able to plan and coordinate equipment, supplies, participants, and written materials and music.

Knowledge of television production sufficient to be able to direct and edit television productions.

Skill in using television editing equipment.

Physical Demands:

Sitting: remaining in the normal seated position.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive Motions: making frequent movements with a part of the body.

Eye/Hand/Foot Coordination: performing work through using two or more.

Lifting: raising or lowering an object more than 50 pounds.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Working Environment:

Exposed to hazards from electrical, mechanical, and/or power equipment.
Handles emergency or crisis situations.
Possible night and weekend work.
Work is primarily performed in an office setting and frequently at other locations for meetings.

Education Requirement:

Bachelor Degree in Journalism, Communications, Digital Filmmaking & Video Production, Visual Effects & Motion Graphics, or a directly related field.

Experience Requirement:

Three years of professional experience directing and editing television documentary, magazine, or news shows.

Education/Experience Equivalency:

Additional appropriate education may be substituted for the minimum experience requirement.

Additional appropriate type and level of experience may be substituted for the minimum education requirement on a one year for one year basis.

Licensure and/or Certification:

By position, requires a valid driver's license.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 9/16/1995

ESTABLISHED BY: Janell Flaig

REVISED DATE: 07/20/2008

REVISED BY: Melissa Palmer

CLASS HISTORY 07/20/2008 – Put the spec into the new format; Updated Essential Duties, General Statement of Duties, and Minimum Qualifications.



Career Service Authority

Television & Video Producer

Page 1 of 5

GENERAL STATEMENT OF CLASS DUTIES

Performs full performance, professional level work planning, producing, and coordinating studio, remote, field, live, and recorded productions.

DISTINGUISHING CHARACTERISTICS

Television & Video Producer is distinguished from the *Television & Video Production Support Technician*, which level production support work by setting up studio and locations for video production and operating and maintaining television equipment. In addition, the Television & Video Producer is distinguished from the *Television Programmer*, which performs professional level work coordinating the preparation, scheduling, and delivery of television programming and coordinating the acquisition of television programs and promotional announcements. Next, the Television & Video Producer is distinguished from the *Television & Video Director/Editor*, which performs professional level work planning, directing, and editing studio, remote, field, live, and recorded productions. Finally, the Television & Video Producer is distinguished from the *Senior Television & Video Producer*, which performs professional and supervisory level work planning, producing, and coordinating studio, remote, field, live, and recorded productions.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy and conformance to policy.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged defended, gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

By position, performs lead work.

ESSENTIAL DUTIES

Collaborates with directors/editors and clients during the creative content process and develops the concept, format, and content for assigned projects and/or programs. Discusses themes for new studio, remote, field, live, and recorded productions.

Performs as liaison with the public, city officials, departments, and agencies and provides program format and production assistance.

Researches, reviews, and analyzes governmental issues and develops presentation concepts, formats, and content (including scripts, reports, and support materials).

Prepares production budgets and monitors resources for each production.

Determines production schedules and procedures; resolves problems that arise during the production process.

Obtains and distributes props, music, and studio equipment needed to complete productions.

Holds auditions and selects talent, when necessary; provides direction to on-camera talent during the taping of the production.

Directs the look of graphics and the overall visual content for the production; inputs and operates electronic titling systems when necessary.

Ensures production standards are being met and maintained.

Documents topical and historical City events and delivers to the audience in news, feature, or promotional format.

Prepares, encodes, and archives programs for streaming on the city website then manages the agenda, contact, and other relevant information for each production.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Listening – Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Interpersonal Skills – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, deals with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Information Management – Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Self-Management – Sets well defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

Planning and Evaluating – Organizes work, sets priorities, determines resource requirements, determines short or long term goals and strategies to achieve them, coordinates with other organizations or parts of the organization, monitors progress, and evaluates outcomes.

Reading – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Creative Thinking – Uses imagination to develop new insights into situations, applies innovative solutions to problems, and designs new method where established methods and procedures are inapplicable or are unavailable.

Writing – Recognizes or uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner and produces written information which may include technical material that is appropriate for the intended audience.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Technical Competence – Uses knowledge that is acquired through formal training/extensive on the job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Oral Communications – Expresses information to individuals or groups effectively, taking into account the audience and nature of the information, makes clear and convincing oral presentations, listens to others, attends to nonverbal cues, and responds appropriately.

Decision Making – Makes sound, well informed and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish organizational goals, and causes change.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Administration and Management – Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Management of Financial Resources – Determining how money will be spent to get the work done, and accounting for these expenditures.

Problem Solving – Identifies problems, determines accuracy and relevance of information, uses sound judgment to generate and evaluate alternatives, and makes recommendations.

Customer Service – Works with customers to assess needs, provide assistance, resolve problems, satisfy expectations; know products and services; is committed to providing quality product/services.

Knowledge of media production, communication, and dissemination techniques and methods.

Knowledge of transmissions, broadcasting, switching, control, and operation of telecommunications systems.

Knowledge of television production practices sufficient to be able to plan and coordinate equipment, supplies, participants, and written materials and music.

Knowledge of budgeting procedures and requirements sufficient to be able to administer a budget to accomplish objectives.

Knowledge of supervisory principles and practices sufficient to be able to establish priorities, assign and review work, and resolve problems.

Physical Demands:

Sitting: remaining in the normal seated position.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive Motions: making frequent movements with a part of the body.

Eye/Hand/Foot Coordination: performing work through using two or more.

Lifting: raising or lowering an object more than 50 pounds.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Working Environment:

Exposed to hazards from electrical, mechanical, and/or power equipment.

Handles emergency or crisis situations.

Possible night and weekend work.
Work is primarily performed in an office setting and frequently at other locations for meetings.

Education Requirement:

Bachelor Degree in Communications, Journalism, Television Production, Digital Filmmaking & Video Production, or a directly related field.

Experience Requirement:

Three years of professional experience planning, producing, and coordinating television documentary, magazine, or news shows.

Education/Experience Equivalency:

Additional appropriate type and level of experience may be substituted for the minimum education requirement on a one year for one year basis.

Licensure and/or Certification:

By position, requires a valid driver's license.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

ESTABLISHED BY: Don Braden

REVISED DATE: 07/20/2008

REVISED BY: Melissa Palmer

CLASS HISTORY: Job spec was updated and reformatted into new format in 2007.
07/20/2008 – Updated Essential Duties, General Statement of Duties, and Minimum Qualifications.



Career Service Authority

Page 1 of 5

Television & Video Production Support Technician

GENERAL STATEMENT OF CLASS DUTIES

Performs full performance, technical level production support work for Denver 8 by setting up studio and locations for video production and operating and maintaining television equipment.

DISTINGUISHING CHARACTERISTICS

Television & Video Production Support Technician is distinguished from the *Television Programmer*, which performs professional level work coordinating the preparation, scheduling, and delivery of television programming and coordinating the acquisition of television programs and promotional announcements. Next, the Television & Video Production Support Technician is distinguished from the *Television & Video Director/Editor*, which performs professional level work planning, directing, and editing studio, remote, field, live, and recorded productions. Finally, the Television & Video Production Support Technician is distinguished from the *Television & Video Producer*, which performs professional level work planning, producing, and coordinating studio, remote, field, live, and recorded productions.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented, and presented with some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

None

ESSENTIAL DUTIES

Reads and analyzes work orders to determine locations, work procedures, sequence of operations, and equipment setups.

Observes sets or locations for potential problems and determines filming and lighting requirements.

Sets up studio or locations for video production, which includes the placement of lights, props, and sets. Constructs props and sets when necessary.

Operates television cameras and related equipment in a multi-camera production setting for studio, remote, live, and recorded productions. Operates videotape unit for studio, remote, live, and recorded productions.

Adjusts and positions television cameras and related equipment to change the focus, exposure, and lighting during taping of studio productions and live broadcasts.

Sets up and operates audio equipment and systems for studio, remote, live, and recorded productions.

Creates graphics and titles for studio, remote, live, and recorded productions by operating a graphics generator.

Inputs information and operates teleprompter for studio productions.

Troubleshoots and maintains production equipment to ensure proper working condition. Researches, tests, and customizes new equipment when necessary.

By position, may produce, direct, and edit specialized productions for individual city agencies, and operate the computerized playback system.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Listening – Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Creative Thinking – Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new method where established methods and procedures are inapplicable or unavailable.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on the job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Self Management – Sets well defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Customer Service – Works with client and customers to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.

Decision Making – Makes sound, well informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people with varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Oral Communication – Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Reading – Understands and interprets written material, including technical material rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written materials to specific situations.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Writing – Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

Knowledge of media production, communication, and dissemination techniques and methods.

Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.

Physical Demands:

Sitting: remaining in the normal seated position.
Lifting: raising or lowering an object from one level to another.
Carrying: transporting an object, usually by hand, arm, or shoulder.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hand(s).
Fingering: picking, pinching, or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive Motions: making frequent movements with a part of the body.
Eye/Hand/Foot Coordination: performing work through using two or more.
Far Acuity: ability to see clearly at 20 feet or more.
Near Acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distance and space relationships.
Field of Vision: ability to see peripherally.
Accommodation: ability to adjust vision to bring objects into focus.
Color Vision: ability to distinguish and identify different colors.

Working Environment:

Exposed to hazards from electrical, mechanical, and/or power equipment.
Handles emergency or crisis situations.
Possible night and weekend work.
Work is primarily performed in an office setting and frequently at other locations for meetings.

Education Requirement:

Graduation from high school or the possession of a GED Certificate.

Experience Requirement:

Two years of technical experience working with broadcast video equipment, including cameras, graphics, and audio.

Education/Experience Equivalency:

Associate Degree in Video Production or a directly related field will substitute for two years of experience.

Licensure and/or Certification:

By position, requires a valid driver's license.

CLASS DETAIL

FLSA CODE: Non-exempt

ESTABLISHED DATE: 9/16/1995

ESTABLISHED BY: Don Braden

REVISED DATE: 07/20/2008

REVISED BY: Melissa Palmer

CLASS HISTORY 07/20/2008 – Put the spec into the new format; Updated Essential Duties, General Statement of Duties, and Minimum Qualifications.



Career Service Authority

Television Engineer

Page 1 of 4

GENERAL STATEMENT OF CLASS DUTIES

Performs full performance, professional level work maintaining and repairing, to the component level, all types of electronic new gathering (ENG) equipment and information systems used to record and transmit a television program.

DISTINGUISHING CHARACTERISTICS

Television Engineer is distinguished from the *Television & Video Production Support Technician*, which level production support work by setting up studio and locations for video production and operating and maintaining television equipment.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

By position, performs lead work.

ESSENTIAL DUTIES

Monitors strength, clarity, and reliability of incoming and outgoing signals, and adjusts equipment as necessary to maintain quality broadcasts.

Designs, configures, installs, troubleshoots, repairs, and operates new and existing television equipment and information systems, which includes closed-circuit/cablecast television systems and related electronic equipment.

Recommends and implements technical requirements for transmitting all large, live, or mobile multi-camera broadcasts.

Develops and oversees a television equipment maintenance program to ensure minimal downtime due to component failure, which includes making decisions about repair, replacement, and warranty work.

Researches new television equipment and systems to determine feasibility; collects quotes and recommends purchases for new equipment and/or repair of existing equipment.

Creates and maintains engineer workflow processes and standard operating procedures (SOPs); trains staff in the proper operation of television production and test equipment.

By position, monitors and controls the budget for repair and maintenance for all television equipment and systems.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one’s job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Decision Making – Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

Planning and Evaluating – Organizes work, sets priorities, determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization; monitors progress, evaluates outcomes.

Problem Solving – Identifies problems; determines accuracy relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Influencing/Negotiating – Persuades others to accept recommendations, cooperate, or change their behavior; works with others towards an agreement; negotiates to find mutually acceptable solutions.

Oral Communication – Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Teaching Others – Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

Skill in operating, adjusting, and maintaining a broadcast television transmitter.

Skill in designing and maintaining television equipment devices.

Physical Demands:

Standing: remaining on one's foot in an upright position.

Walking: moving about on foot.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive Motions: making frequent movements with a part of the body.

Eye/Hand/Foot Coordination: performing work through using two or more.

Far Acuity: ability to see clearly at 20 feet or more.

New Acuity: ability to see clearly at 20 inches or less.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Working Environment:

Subject to many interruptions.

Pressure due to multiple calls and inquiries.

Education Requirement:

Bachelor Degree in Telecommunications, Electronic Engineering Technology, Computer Information Systems, Electrical Engineering, or a directly related field.

Experience Requirement:

Three years of professional experience designing and installing video broadcast facilities and repairing other telecommunication devices to the component level.

Education/Experience Equivalency:

Additional appropriate education may be substituted for the minimum experience requirement except for two years of experience designing and installing video broadcast facilities and repairing other telecommunication devices to the component level.

Additional appropriate type and level of experience may be substituted for the minimum education requirement on a one year for one year basis.

Licensure and/or Certification:

By position, requires a valid driver's license.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 9/16/1995

ESTABLISHED BY:

REVISED DATE: 07/20/2008

REVISED BY: Melissa Palmer

CLASS HISTORY FLSA Exemption status changed in 2002.
07/20/2008–Updated Essential Duties, General Statement of Duties, and Minimum Qualifications.



Career Service Authority

Television Programmer

Page 1 of 5

GENERAL STATEMENT OF CLASS DUTIES

Performs full performance, professional level work for Denver 8 by coordinating the preparation, scheduling, and delivery of television programming and coordinating the acquisition of television programs and promotional announcements.

DISTINGUISHING CHARACTERISTICS

Television Programmer is distinguished from the *Television Engineer*, which performs professional level work setting up, operating, and maintaining the electronic equipment used to record and transmit a television program. In addition, the Television Programmer is distinguished from the *Television & Video Production Support Technician*, which level production support work by setting up studio and locations for video production and operating and maintaining television equipment. Next, the Television Programmer is distinguished from the *Television & Video Producer*, which performs professional level work planning, producing, and coordinating studio, remote, field, live, and recorded productions. Finally, the Television Programmer is distinguished from the *Television & Video Director/Editor*, which performs professional level work planning, directing, and editing studio, remote, field, live, and recorded productions.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendation on non-standardized situation are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contact with the public or employees where explanatory or interpretive information is exchanged, gathered or presented, and presented with some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

By position, performs lead work.

ESSENTIAL DUTIES

Oversees operation of multiple-channel, automated master control systems, including the digital program asset management database.

Records programming from satellite or other sources; monitors technical quality of all programming assets and material.

Previews and prepares approved media for air including insertion of promotional and interstitial material; organizes and prepares programming and promotional media for use on programming assets.

Prepares regular daily, weekly, and monthly accurate cablecast schedules that support agency television programming initiatives and may be required to determine and adjust the schedule.

Researches programming sources and works with agency communications director to acquire and/or help develop programs that serve city administration and agencies' customer service goals.

Coordinates on-air delivery of agency television promotional activities.

Prepares program guides, on-screen promotional graphics and formats, and programming operational reports.

Advises management on program acquisition budget and licensing agreements.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge & Skills:

Technical Competence – Uses knowledge that is acquired through formal training or extensive on the job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Creative Thinking – Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new method where established methods and procedures are inapplicable or unavailable.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Listening – Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Decision Making – Makes sound, well informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

Planning and Evaluating – Organizes work, sets priorities, determines resource requirements; determine short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization; monitors progress, evaluates outcomes.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Customer Service – Works with client and customers to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.

Reading – Understands and interprets written material, including technical material rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written materials to specific situations.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Oral Communication – Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Knowledge of media production, communication, and dissemination techniques and methods.

Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.

Skill in operating television master control equipment and dubbing machines.

Knowledge of program promotion sufficient to be able to coordinate activities.

Physical Demands:

Sitting: remaining in the normal seated position.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).
Fingering: picking, pinching, or otherwise working with fingers.
Feeling: perceiving attributes of objects by means of skin receptors.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive Motions: making frequent movements with a part of the body.
Eye/Hand/Foot Coordination: performing work through using two or more.
Lifting: raising or lowering an object more than 50 pounds.
Far Acuity: ability to see clearly at 20 feet or more.
Near Acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distance and space relationships.
Field of Vision: ability to see peripherally.
Accommodation: ability to adjust vision to bring objects into focus.
Color Vision: ability to distinguish and identify different colors.

Working Environment:

Exposed to hazards from electrical, mechanical, and/or power equipment.
Handles emergency or crisis situations.
Possible night and weekend work.
Work is primarily performed in an office setting and frequently at other locations for meetings.

Education Requirement:

Bachelor degree in Communications, Public Relations, Television Production, Business, Engineering, Computer Science, or a directly related field.

Experience Requirement:

Two years of experience in any basic component of television production, including experience in program preparation and automated playback for a full video cable or broadcast television station.

Education/Experience Equivalency:

Additional appropriate education may be substituted for the minimum experience requirement.

Additional appropriate type and level of experience may be substituted for the minimum education requirement on a one year for one year basis.

Licensure and/or Certification:

By position, requires a valid driver's license.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1994

REVISED DATE: 07/20/2008

REVISED BY: Melissa Palmer

CLASS HISTORY 2/16/06 - This job spec is updated into HR Manager Format. Physical demands are updated. In addition, although this class coordinates and prepares television schedules, it is not responsible for producing or directing agency and station promotional activities.

7/20/08 – Updated General Statement of Duties, Distinguishing Characteristics, and Minimum Qualifications.