



City of Los Angeles

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City of Los Angeles Personnel Department

per.lacity.org

PHOTOGRAPHER

Class Code: 1793

Open Date: 06-21-19

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$51,845 to \$75,794; \$59,633 to \$87,153; and \$62,807 to \$91,809
The salary in the Department of Water and Power is \$70,971 to \$88,176

NOTES:

1. For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.
2. Higher salaries are paid for night work.
3. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
4. The current salary range is subject to change. Please confirm the starting salary with the hiring department before accepting a job offer.

DUTIES

A Photographer takes black and white and color still photographs and video; digitally develops and processes images; digitally edits and manages photos, graphics, and video using industry standard application and prints, enlarges, reduces, and copies photographs. A Photographer works with computers, processing digital image and video files and coordinates photo-shoot, location, scouting, and art direction. A Photographer may also work as a videographer and may operate commercial-type video recorders and electronic editing equipment, video cameras, and sound recording equipment.

REQUIREMENT/MINIMUM QUALIFICATION

Three years of full-time paid experience in black and white and/or color still photography or the video camera photography field.

A Bachelor's degree in Photography from an accredited four-year college or university may be substituted for a maximum of two years of the required experience.

PROCESS NOTES

1. Applicants wishing to substitute education for **two years** of the required experience must list their school name and location, appropriate course titles, their respective number of semester or quarter units completed, and completion dates for each course claimed as qualifying in the text box which will appear in the Supplemental Questions section of the on-line application.
2. Applicants who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
3. Some positions may require a valid California driver's license. Candidates may not be eligible for appointment to these positions if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).
4. Applicants with experience working with social media or digital media in a professional capacity are highly desired.
5. Please note that qualifying education must be from a college or university accredited by a City of Los Angeles recognized agency. A list of approved accrediting agencies can be found at <http://per.lacity.org/Accredited%20Institutions%2008-21-08.pdf>.
6. Candidates completing the exam process will be contacted by the Personnel Department to provide required proof of qualifying degree and/or coursework. Applicants who wish to expedite this process may attach a copy of their transcripts (annotated with accounting courses, credit earned, and grade received) or qualifying degree to their on-line application at the time of filing in the Attachments section.

WHERE TO APPLY

Applications will only be accepted on-line. **When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** On-line job bulletins are also available at <https://www.governmentjobs.com/careers/lacity> for Open Competitive Examinations.

NOTE:

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

APPLICATION DEADLINE

Applications must be received by **THURSDAY, JULY 4, 2019.**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

For additional information and FAQs regarding the City's hiring process, please go to: <http://per.lacity.org/index.cfm?content=employmenttestingprocess>

In accordance with Civil Service Rule 4.2, all applicants who apply may not be tested in this examination. To meet anticipated hiring needs, only a limited number of qualified applicants will be invited to participate in the qualifying multiple-choice test in the following order: 1) Applicants currently employed by the City of Los Angeles who meet the minimum requirements, or are on a reserve list; 2) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs in the order that applications were received. Applications submitted during the filing period may be kept on file in the event that additional applicants need to be tested to meet hiring needs.

SELECTION PROCESS

Examination Weights: Multiple-Choice TestQualifying
Interview 100%

The examination for Photographer will consist of a qualifying multiple-choice test and a weighted interview. The qualifying multiple-choice test will consist of questions administered and proctored on-line. In the on-line multiple-choice test, the following competencies may be evaluated: judgment and decision making, attention to detail, safety focus, equipment operation, and job knowledge including knowledge of: proper use of still and video camera lighting in order to enhance the total overall desired effect; characteristics of still and video cameras, such as digital and/or infrared cameras, in order to select the appropriate equipment for the job; still and video image composition, such as the necessary elements needed in a particular photograph including camera angles, filters, lighting, and other methods or techniques, in order to create an aesthetically pleasing final product; proper handling techniques for digital multimedia such as photographs and video; digital editing of video and still images, through the use of specialized software, such as Adobe Photoshop, Adobe Premiere, and Final Cut Pro, in order to produce professional products; and other necessary skills, knowledge, and abilities.

Additional job analysis information can be obtained by going to <http://per.lacity.org/index.cfm?content=jobanalyses> and clicking on Competencies under Photographer.

The multiple-choice test will be proctored and administered on-line during a single session. Candidates invited to participate in the on-line multiple-choice test will be able to take the test from any location using a computer with a webcam and a reliable internet connection. Candidates will receive an e-mail from the City of Los Angeles outlining the dates and specific steps on how to take the multiple-choice test on-line. It is anticipated that the remote proctored multiple-choice test will be administered between **TUESDAY, AUGUST 27, 2019 and TUESDAY, SEPTEMBER 3, 2019**. Candidates who do not complete and submit the remote proctored multiple-choice test on-line using a computer by the specified date and time will not be considered further in this examination.

FAQs for on-line testing is available at <http://per.lacity.org/index.cfm?content=employmenttestingprocess>. Candidates who do not have the required equipment may have the option to take the multiple-choice test onsite at a City facility.

Passing Score for Qualifying Multiple-Choice Test

The passing score for the qualifying multiple-choice test will be determined by Personnel Department staff after the qualifying multiple-choice test is administered. Consideration will be given to the number of candidates taking the test and the existing and anticipated number of vacancies, such that there are a sufficient number of eligibles on the list to satisfy current and future vacancies for the next two years. **Therefore, the passing score for the qualifying multiple-choice test may be set above or below 70%.**

Candidates must achieve a passing score on the qualifying multiple-choice test in order to be scheduled for the interview. The examination score will be based entirely on the interview.

In the interview, the following competencies may be evaluated: judgment and decision making, attention to detail, safety focus, stress tolerance, oral communication, and job knowledge, including knowledge of: still and video image composition in order to create an aesthetically pleasing final product; digital editing of video and still images, through the use of specialized software, such as Adobe Photoshop, Adobe Premiere, and Final Cut Pro, in order to produce professional products; and other necessary skills, knowledge, and abilities.

As part of the interview, candidates will be required to present to the interview panel members a portfolio with samples of their photography work. While the interview panel members will not assign a separate score to the samples, the interview panel members will consider the quality of the samples in their overall evaluation of the candidate's qualifications. Candidates should expect the interview panel members to discuss the samples with them during their interviews. Specific information regarding the portfolio of photography samples to be presented to the interview panel will be e-mailed to those candidates invited to participate in the interview. In addition, during the interview, candidates should expect to review a series of black and white and/or color photographs in order to evaluate and discuss the technical composition and quality of each photograph.

Candidates will be notified later by e-mail of the date and time of the interview, which will be held in Los Angeles.

NOTES:

- 1. This examination is based on a validation study, and as provided by Civil Service Commission Rule 4.20, the qualifying multiple-choice test will not be subject to candidate inspection.
- 2. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf.
- 3. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
- 4. A final average score of 70% or above in the interview portion of the examination is required to be placed on the eligible list.

Notice:

If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position. All City employees are required to be Disaster Service Workers.

THIS EXAMINATION IS TO BE GIVEN ONLY ON AN OPEN COMPETITIVE BASIS

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.