



AUDIO-VISUAL SPECIALIST (TECHNICAL)

Exam Code: 3OEAA

Departments:

California Governor's Office of Emergency Services

California Department of Transportation

California Highway Patrol

22nd DAA/Del Mar Fairgrounds-San Diego

California Department of Water Resources

Exam Type: Servicewide, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Audio-Visual Specialist (Technical) – \$5,518.00 - \$6,907.00 per month.

View [the Audio-Visual Specialist \(Technical\) classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination. All applicants will be notified if qualified to take the exam.

Once you have taken this examination, you may not retake it for **twelve (12)** months.

How To Apply:

The link to connect to the online self-evaluation examination is located on this bulletin in the "Taking the Examination" section. You will be required to upload an electronic copy of your completed State Application (STD. 678) at the beginning of the online examination process.

Application Requirements:

All Standard State Applications (STD 678) must include:

- The examination title and/or exam code on the application
- "To" and "from" dates (month/day/year)
- Hours per week you worked
- Civil service or private sector titles
- Duties performed (Do not list see attached resume)
- If using education to qualify please provide a copy of your transcripts
- Resumes do not replace a completed application (STD 678)

Applications received without this information may be rejected

NOTE: Candidates unable to provide a degree or unofficial transcripts before the cut-off date may be admitted to the examination process. However, candidates will be required to submit official transcripts upon appointment to a position.

Applications received without an original signature will be admitted to the exam; however, an original signature must be obtained prior to appointment.

Applications will be reviewed to ensure the minimum requirements for participation in this examination are met. Possession of the minimum requirements does not assure a place on the eligible list.

Required Exam Documents:

- Completed Standard State Application (STD 678) package
- Training and Experience
- Proof of Education (if applicable to meeting the Minimum Qualifications)

Note: If you do not include all the required documents, you will not be considered for this exam.

Cut-off Dates and Timely Filing:

***This examination will be processed quarterly, (or as the needs of the department warrant). The Cut-Off dates are listed below:**

Cut-Off Dates 2023

June 29, 2023

September 29, 2023

December 29, 2023

Cut-Off Dates 2024

March 29, 2024

June 28, 2024

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin. Please complete [Accommodation Request \(STD 679\) - Exams Only](#)

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Audio-Visual Specialist (Technical)

MINIMUM QUALIFICATIONS

EITHER I

One year of experience in the California state service performing the duties of an Audio-Visual Assistant.

OR II

Four years of experience in commercial artwork; one year of which must include the creation and preparation of a wide variety of visual aids. (College work in art or a related field may be substituted for up to three years of the non-specialized experience on a year-for-year basis.)

POSITION DESCRIPTION

Audio-Visual Specialist (Technical)

Under direction, to independently perform the design and production of audio and visual-aid materials for the communication purposes of a State agency; to originate and prepare the most difficult audio- visual materials; and to do other related work.

Special Personal Characteristics

Artistic and creative ability; willingness to travel throughout the State.

Additional Desirable Qualification

Education equivalent to completion of the twelfth grade.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience - Weighted 100% of the final score.

The examination consists solely of a **Training and Experience** assessment. To obtain a position on the eligible list, a minimum score of 70% must be achieved. Competitors will receive the results of this examination by email within two to four weeks following the testing dates.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Common audio/visual formats used in documentation and broadcasting such as: .MOV, .MP4, .MPG,.AVI., GIF., JPEG, RAW, .TIFF and .WMV
2. The techniques, materials and equipment used in the design, creation and production of a wide variety of multimedia programs

Ability to:

1. Communicate with others to provide consultation, information and recommendations on the design, costs, use and production of various audio-visual media
2. Analyze situations accurately in order to determine and implement effective courses of action
3. Prioritize complex tasks, adapt to changing priorities, and complete assignments with a short notice
4. Serve as lead in the production of various videotaped and live multimedia programs
5. Utilize time-management skills; project leadership, team-building techniques and principles
6. Create and produce a wide variety of graphics for presentations, videos, multimedia shows, websites, exhibits, and/or displays
7. Operate a desktop computer/laptop and office software in order to produce scripts, correspondence, reports, and other written material
8. Operate a wide variety of audio-visual equipment including HD still and video cameras
9. Provide technical audio-visual, multimedia, and video services for a variety of meetings, training sessions, and/or events

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Audio-Visual Specialist (Technical)** classification will be established for the:

California Governor's Office of Emergency Services, California Department of Transportation, California Highway Patrol, and Del Mar Fairgrounds-San Diego.

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twenty-four (24) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans' status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits **will not** be added to the final score of competitors who are successful in this examination.

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

When you select the link below, you will be directed to the Audio-Visual Specialist (Technical) online application process. If successful, you will be notified by e-mail with a link to the Online Training and Experience evaluation.

Please allow approximately 60 minutes to complete this examination. There is no way to pause, stop or reset the exam once you start. Please ensure you allow plenty of time to take the online examination, it is recommended you do not take the examination until you are able to do so.

[Apply online for the Audio-Visual Specialist \(technical\) examination](#)

If you applied between...	Your testing dates would be...
May 26, 2023, to June 29, 2023	July 10, 2023, to July 14, 2023
June 30, 2023, to September 29, 2023	October 9, 2023, to October 13, 2023
September 30, 2023, to December 29, 2023	January 22, 2024, to January 26, 2024
December 30, 2023, to March 29, 2024	April 15, 2024, to April 19, 2024
March 30, 2024, to June 28, 2024	July 15, 2024, to July 19, 2024

TESTING DEPARTMENT

California Governor's Office of Emergency Services (Cal OES)

CONTACT INFORMATION

If you have any questions concerning this examination bulletin, including provisions of reasonable accommodation for this testing process, please contact:

California Governor's Office of Emergency Services
3650 Schriever Avenue
Sacramento, CA 95655
Phone: (916) 845-8321
Examinations@caloes.ca.gov

California Relay Service: 7-1-1 (TTY and voice) TTY: (800) 734-2929

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Governor's Office of Emergency Services reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.