



## TELEVISION SPECIALIST

Exam Code:8PABB

**Department:** California Public Employees' Retirement System

**Exam Type:** Departmental Open Examination – Statewide

**Final Filing Date:** Continuous Filing

### CLASSIFICATION DETAILS

Television Specialist – \$5,518.00 - \$6,907.00 per month.

View the [classification specification](#) for the Television Specialist classification.

### APPLICATION INSTRUCTIONS

**Final Filing Date:**

Applications will be accepted on a continuous basis.

**Who Should Apply:**

Applicants who meet the minimum qualifications as stated on this announcement may apply to take this examination. Once you have taken this examination, **you may not retake it 12 months.**

**How To Apply:**

All applicants must submit a signed [Standard State Application \(678\)](#) with any required educational documentation (if applicable). Once your application has been verified as meeting the requirements for admittance to the examination you will be **emailed** the Training and Experience Examination link. Please be sure to include your current email address on your application.

Applications are available through the internet at <https://jobs.ca.gov/pdf/STD678.pdf> and may be delivered in person or by mail. Incomplete applications will not be accepted. Applications must include: "to" and "from" dates (month/day/year), hours worked, civil service class title(s), for all work experience and exam code. Resumes will not be accepted in lieu of a State Application (STD 678). Applications received without the required documents will result in rejection from this examination.

**FILE-IN-PERSON/CERTIFIED MAIL:**

**MAILING ADDRESS:**

CalPERS  
Human Resources Division  
Exam Services Unit  
400 Q Street, Lincoln Plaza North  
1st floor drop box by security desk  
Sacramento, CA 95811  
08:00 AM - 05:00 PM

CalPERS  
Human Resources Division  
Exam Services Unit  
P.O. Box 942718  
Sacramento, CA 94229-2718

**EMAIL:**

[HRSD\\_Exam\\_Svcs@CalPERS.CA.GOV](mailto:HRSD_Exam_Svcs@CalPERS.CA.GOV)

Your request form must be electronically signed if you wish to submit by email.

**NOTE:** Your Application must have an original signature to be accepted.

**Special Testing:** 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.

## **POSITION DESCRIPTION**

Plans, organizes, and performs the technical and professional work required in producing television programs, including operation of television and video tape-recording production equipment; conducts subject research and develops scripts based on the most effective method of presentation; develops approach and production methods necessary to produce continuity and required story lines; directs the technical and artistic developmental of television programs including the preparation of artwork or animation, narration, dialogue, sound effects and music as required in the production; does creative editing; may select and direct film cast, narrators or other personnel involved in a production; may do still photography and processing.

## **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.

### **Either I**

One year of experience in the California state service performing the duties of a Motion Picture Assistant or Television Assistant.

### **Or II**

Four years of broad technical experience in the production of television programming, including experience in television production, professional sound recording, and editing.

*(College level work in television, communications, or a related curriculum, may be substituted for up to two years of the required experience on a year-for-year basis.)*

**NOTE:** Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

## DEFINITION OF TERMS IN MINIMUM QUALIFICATIONS

The words “**performing the duties of**” means that the applicant must have the amount of experience in State civil service in the class specified (or on a training and development (T&D) or approved out-of-class assignment to the class.

## EXAMINATION SCOPE

**Training and Experience Evaluation** – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

### Knowledge of:

1. Techniques of video and live event production.
2. Sound recording.
3. Photography and video recording.
4. Audio-visual principles and techniques.
5. Script writing.
6. Staging and lighting.
7. Editing methods and equipment.
8. Electronic theory.
9. Communication theory.
10. Aspects of web-based media communications.
11. Live audio-visual presentation techniques for all constituent related conferences and meetings.

### Ability to:

1. Develop, create and produce professional quality video programming.
2. Operate a wide variety of video cameras and sound equipment.
3. Assume leadership and provide creativity in the planning, writing and directing of video and live event production.
4. Act independently in converting ideas and concepts into an effective combination of audio and visual impression on the screen.
5. Develop innovative solutions to complex audio-visual communication problems.
6. Analyze situations accurately and take effective action.
7. Work effectively with people and situations requiring initiative, tact, and judgment.
8. Speak effectively.
9. Read and write English at the level required for a successful job performance.

## SPECIAL PERSONAL CHARACTERISTICS

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

## ELIGIBLE LIST INFORMATION

The eligible list for the **TELEVISION SPECIALIST** classification will be established for **California Public Employees' Retirement System (CalPERS)**:

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **12 months** after the list established date. Applicants must then retake the examination to reestablish eligibility. **CalPERS vacant positions are located are in Sacramento.**

**NOTE:** The eligibility list can be used to fill vacancies statewide with other departments.

## VETERANS' PREFERENCE

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 [Veterans' Preference Application](#) (Std. form 1093) is available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

## CAREER CREDIT

Career Credits **will not** be granted in this examination.

## EXAMINATION INFORMATION

### TRAINING AND EXPERIENCE EXAMINATION WEIGHTED 100.00%

The entire examination will consist of an evaluation of training and experience weighted 100%. The Training and Experience Examination is designed to elicit specific information regarding each candidate's Knowledge, Skills and Abilities relative to the testing classification. Responses to the examination will be assessed based on pre-determined rating criteria. All applicants must complete the entire examination to receive a score. The examination process takes approximately one hour to complete. All competitors will be ranked competitively based on the responses. In order to obtain a position on the eligible list, you must meet the examination requirements and must attain a minimum score of 70% on the examination.

**NOTE:** Be sure to include your current email address on your application. If you do not include your email address you will not receive the link to take the examination.

## CONTACT INFORMATION

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

CalPERS Exam Services Unit  
400 P Street, Suite LPN 3260  
Sacramento, CA 95811

**Email:** HRSD, Exam Services [HRSD\\_Exam\\_Svcs@CalPERS.CA.GOV](mailto:HRSD_Exam_Svcs@CalPERS.CA.GOV) or  
**Phone: (916) 795-2444**

California Relay Service: (7-1-1)  
Telecommunications Device for the Deaf (TTY) (916) 654-6336  
TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

## 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.

## 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 workplace. 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 Public Employees' Retirement System (CalPERS)** 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.

**Criminal Record Clearance Information:** Upon employment, California Public Employees' Retirement System positions are subject to fingerprinting and a criminal record check requirement. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal record clearance procedure. The criminal record clearance is a condition of employment in positions affected by this procedure.

**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.

**Bulletin Revision Date: 7/14/22**