



City of Los Angeles

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City of Los Angeles Personnel Department

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SENIOR PHOTOGRAPHER

Class Code: 1795

Open Date: 04-15-16

REVISED: 04-28-16

(Exam Open to Current City Employees)

ANNUAL SALARY

\$60,969 to \$89,136 and \$64,373 to \$94,106

NOTES:

1. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.
2. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

DUTIES

A Senior Photographer assigns, reviews, and evaluates the work of Photographers engaged in taking black and white, and color still, motion picture or video photography, photographs or video tapes, and working with computers to process digital image files; may personally perform the more difficult photographic and videotape duties; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

REQUIREMENTS

Five years of full-time paid experience, two years of which must have been as a Photographer or in a class which is at that level,

1. Taking, developing and processing black and white and color still photographs (either silver-based or digital); or
2. Operating video or motion picture cameras.

NOTES:

1. **In addition to the regular City application, all applicants must complete the Senior Photographer Qualifications Questionnaire at the time of filing. The Senior Photographer Qualifications Questionnaire is located within the Supplemental Questions Section of the City application. Applicants who fail to complete the Qualifications Questionnaire will not be considered further in this examination, and their application will not be processed.**
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. Experience operating video cameras, computer based video editing equipment, and the production of video programs is desired for some positions.
4. A valid California driver's license may be required prior to appointment. Candidates may not be eligible for hire 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).

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/promotionaljobs> for Promotional Examinations.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

NOTE:

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

APPLICATION DEADLINE

Applications and Qualifications Questionnaires must be received by **THURSDAY, MAY 5, 2016.**

SELECTION PROCESS

Examination Weight: Essay. **Advisory**
Interview. **100%**

The examination will consist entirely of an evaluation of professional and personal qualifications by interview. In the interview, emphasis will be placed on the candidate's knowledge of: digital photographic equipment and techniques, including mounting prints, quality control, and aerial photography; uses and characteristics of various digital files; still and video camera composition and lighting techniques; photographic and work performance standards; fundamental principles and practices of supervision, including directing, assigning, motivating, training, counseling, disciplining, commending and evaluating the work of subordinates; pertinent City and Personnel Department rules, policies and procedures, including Equal Employment Opportunity responsibilities and Memoranda of Understanding of subordinate personnel; pertinent bookkeeping and record keeping procedures; safety standards; and the ability to present legal testimony in court; process and print digital image files using computers and related equipment; evaluate and test new equipment; plan, direct and supervise a group of employees engaged in photographic activities; communicate effectively, both orally and in writing; deal tactfully and effectively with a wide variety of individuals, supervisors and citizens; and other necessary skills, knowledge, and abilities.

As part of their evaluation of each candidate's overall qualifications for the job, the interview panel members will consider the information in the candidate's Qualifications Questionnaire. Candidates may expect panel members to discuss this information during the interviews. Unsolicited supplemental information will not be submitted to the interview panel.

At the time of the interview, candidates will be required to prepare some written material in response to a problem related to the duties of a Senior Photographer. This essay material will not be scored separately, but will be presented to the interview panel for discussion with the candidate and for consideration in the overall evaluation of the candidate. Candidates who fail to complete the advisory essay may be disqualified. Candidates may anticipate that PCs (personal computers) will be made available to type their advisory essay responses.

Candidates will be notified by e-mail of the date, time, and location of the interviews, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **JUNE 20, 2016 to JULY 1, 2016.**

NOTES:

1. This examination is based on a validation study.
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 accommodations 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. A final average score of 70% is required to be placed on the eligible list.
4. 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.
5. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
6. Seniority credit at the rate of 0.25 of a point for each year of continuous service will be added to the weighted test score of each candidate.
7. In accordance with Civil Service Rule, Sec. 4.24, review periods may be combined. Candidates in the examination process may file protests as provided in Sec. 4.20, 4.22 and 4.23 as applicable and within the required time frame; however, the Personnel Department may respond to and resolve protests prior to the establishment of the eligible list.

**THIS EXAMINATION IS TO BE GIVEN ONLY ON AN
INTERDEPARTMENTAL PROMOTIONAL 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.