



STATE OF COLORADO

CLASS SERIES DESCRIPTION

July 1, 1999

ARTS SERVICES

H3U1IX TO H3U6XX

DESCRIPTION OF OCCUPATIONAL WORK

This class series uses six levels in the Professional Services Occupational Group and describes technical and professional assignments in media arts professions such as graphic arts, photography, or other related artistic fields. Technical work is skilled work in the practical application of specialized techniques, procedures, practices, or methods in order to accomplish tasks. The specialized work is a direct extension of a professional field which requires an understanding of that field in order to carry out the practical nature of the work. Because of the connection with a professional field, the nature of the work requires that it revert to a professional if not performed by a technician.

Professional work is analytical and evaluative in nature where results depend on creative interpretation and aesthetic judgment. Decisions require the creative and conceptual application of theory and principles of a professional occupational field to the composition and presentation of material that communicates a desired message. A professional field is one in which knowledge is gained by completion of an advanced course of study resulting in a college degree or equivalent specialized experience.

The professional or technical nature of the work and the factors determine the level within this series.

INDEX: Arts Technician I begins on this page, Arts Technician II begins on page 2, Arts Professional I begins on page 3, Arts Professional II begins on page 4, Arts Professional III begins on page 6, and Arts Professional IV begins on page 7.

ARTS TECHNICIAN I

H3U1IX

CONCEPT OF CLASS

This class describes the entry level technician. Positions perform tasks that are structured and designed to provide training and experience. Tasks are performed under direct supervision and detailed instruction and guidance is received. Employees in this class learn to apply established techniques, procedures, practices, and methods directly related to the assignment. Positions do not remain at this level indefinitely.

CLASS SERIES DESCRIPTION (Cont'd)
ARTS SERVICES
July 1, 1999

ARTS TECHNICIAN II

H3U2TX

CONCEPT OF CLASS

This class describes the fully-operational technician or entry level professional. Technicians operate independently in performing the full range of technical duties and problem-solving. Although positions carry out defined work procedures and processes, judgment is required on an ongoing basis to select the most appropriate technical guidelines and adapt them to accomplish tasks. Positions continually determine practical solutions to problems by applying specified processes, techniques, and methods.

Entry level professional positions perform tasks that are structured and designed to provide training and experience. Tasks are performed under direct supervision and detailed instruction and guidance is received. Entry professionals learn to apply theories and principles of the professional media arts field.

Non-supervisory technical assignments will not move beyond this level. Entry professional positions do not remain at this level indefinitely.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the defined level, as described here. Within limits prescribed by the operation, choices involve selecting alternatives that affect the manner and speed with which tasks are carried out. These choices do not affect the standards or results of the operation itself because there is typically only one correct way to carry out the operation. Alternatives include independent choice of such things as priority and personal preference for organizing and processing the work, proper tools or equipment, speed, and appropriate steps in the operation to apply. By nature, the data needed to make decisions can be numerous but are clear and understandable so logic is needed to apply the prescribed alternative. Positions can be taught what to do to carry out assignments and any deviation in the manner in which the work is performed does not change the end result of the operation.

Complexity -- The nature of, and need for, analysis and judgment is prescribed, as described here. Positions apply established, standard guidelines which cover work situations and alternatives. Action taken is based on learned, specific guidelines that permit little deviation or change as the task is repeated. Any alternatives from which to choose are clearly right or wrong at each step.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of any of the following:

Exchanging or collecting information with contacts. This involves giving learned information that is readily understandable by the recipient or collecting factual information in order to solve factual problems, errors, or complaints.

CLASS SERIES DESCRIPTION (Cont'd)

ARTS SERVICES

July 1, 1999

Detecting, discovering, exposing information, problems, violations or failures by interviewing or investigating where the issues or results of the contact are not known ahead of time.

Advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions or behaviors.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

ARTS PROFESSIONAL I

H3U3XX

CONCEPT OF CLASS

This class describes the intermediate level. Positions operate independently in performing assignments that are limited to phases of a fully-operational professional assignment or which may be designed to provide continued training and experience. Work requires determining solutions to practical problems using specified professional standards and established criteria. Judgment is used to select and apply existing guidelines to solve problems and accomplish the assignment. Also included in this class are technicians that directly control the work of assigned staff. This class differs from the Arts Technician II on Decision Making and Complexity and possibly Line/Staff Authority for technical positions. Technical assignments and some professional assignments will not move beyond this level.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study technical information to determine what it means and how it fits together in order to get practical solutions to problems and tasks. Guidelines in the form of specified processes, techniques, and methods exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

CLASS SERIES DESCRIPTION (Cont'd)

ARTS SERVICES

July 1, 1999

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of any of the following:

Exchanging or collecting information with contacts. This involves giving learned information that is readily understandable by the recipient or collecting factual information in order to solve factual problems, errors, or complaints.

Detecting, discovering, exposing information, problems, violations or failures by interviewing or investigating where the issues or results of the contact are not known ahead of time.

Advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions or behaviors.

Line/Staff Authority -- The direct field of influence the work of a professional position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

Note: Technical positions who are work leaders over other technical positions may be allocated to this class if they also have the required level of Decision Making and Complexity.

ARTS PROFESSIONAL II

H3U4XX

CONCEPT OF CLASS

This class describes the fully-operational professional. Positions operate independently in performing the full range of professional artistic tasks. Work requires the use of discretion and artistic creativity within limits of theory and principles of the profession; management's program objectives; law and regulations; and general systems and guidelines. Judgment is used in the adaptation and skilled application of guidelines to solve the full range of problems related to the assignment. An employee in this class must anticipate and analyze the impact and consequences of decisions made. Positions may serve as a resource to others or a specialist in the professional field. This class differs from the Arts Professional I on Decision Making, Complexity and possibly Purpose of Contact and Line/Staff Authority. Some assignments will not move beyond this level.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the process level, as described here. Within limits set by professional standards, the agency's available technology and resources, and program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of operations. The general pattern, program, or system exists but

CLASS SERIES DESCRIPTION (Cont'd)

ARTS SERVICES

July 1, 1999

must be individualized. This individualization requires analysis of data that is complicated. Analysis is breaking the problem or case into parts, examining these parts, and reaching conclusions that result in work processes. This examination requires the application of known and established theory, principles, conceptual models, professional standards, and precedents in order to determine their relationship to the problem. New processes or objectives require approval of higher management or the agency with authority and accountability for the program or system.

Complexity -- The nature of, and need for, analysis and judgment is formulative, as described here. Positions evaluate the relevance and importance of artistic theories, concepts, and principles in order to tailor them to develop a different approach or plan to fit specific circumstances. While general policy, precedent, or non-specific practices exist, they are inadequate and are therefore relevant only through approximation or analogy. In conjunction with theories, concepts, and principles, positions use aesthetic judgment and resourcefulness in tailoring the existing guidelines so they can be applied to particular circumstances and to deal with emergencies.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of any of the following:

Detecting, discovering, exposing information, problems, violations or failures by interviewing or investigating where the issues or results of the contact are not known ahead of time.

Advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions or behaviors.

Clarifying underlying rationale, intent, and motive by educating others on unfamiliar concepts and theories or marketing a product or service. This goes beyond what has been learned in training or repeating information that is available in another format.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

ARTS PROFESSIONAL III

H3U5XX

CONCEPT OF CLASS

This class describes the work or project leader or staff authority. Work leaders exercise some control over the continual work product of others. Project leaders do so on an ongoing project basis where the projects are critical to the agency's mission and fundamental business operations. Staff authorities possess a unique level of knowledge and expertise in a professional field that is needed by the agency to support its overall mission. Agency management routinely relies on the essential consultation of the authority before deciding broad, critical program and policy direction. The consultation provided is

CLASS SERIES DESCRIPTION (Cont'd)

ARTS SERVICES

July 1, 1999

accepted as fact and not refuted on its technical merit, even if management does not act on it for political or budgetary reasons. Staff authorities are authorized to take action and issue expert opinions that provide direction for further action by others. Authorities design strategy, systems, processes, guidelines, rules, and standards that are mission critical and directly impact the agency's ongoing operation and broad program or policy. Staff authority is delegated by agency management, beyond the immediate supervisor, and has direct influence and impact agency-wide, including clients. This class differs from the Arts Professional II on Line/Staff Authority and possibly Purpose of Contact.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the process level, as described here. Within limits set by professional standards, the agency's available technology and resources, and program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of operations. The general pattern, program, or system exists but must be individualized. This individualization requires analysis of data that is complicated. Analysis is breaking the problem or case into parts, examining these parts, and reaching conclusions that result in work processes. This examination requires the application of known and established theory, principles, conceptual models, professional standards, and precedents in order to determine their relationship to the problem. New processes or objectives require approval of higher management or the agency with authority and accountability for the program or system.

Complexity -- The nature of, and need for, analysis and judgment is formulative, as described here. Positions evaluate the relevance and importance of artistic theories, concepts, and principles in order to tailor them to develop a different approach or plan to fit specific circumstances. While general policy, precedent, or non-specific practices exist, they are inadequate and are therefore relevant only through approximation or analogy. In conjunction with theories, concepts, and principles, positions use judgment and resourcefulness in tailoring the existing guidelines so they can be applied to particular circumstances and to deal with emergencies.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of any of the following:

Detecting, discovering, exposing information, problems, violations or failures by interviewing or investigating where the issues or results of the contact are not known ahead of time.

Advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions or behaviors.

Clarifying underlying rationale, intent, and motive by educating others on unfamiliar concepts and theories or marketing a product or service. This goes beyond what has been learned in training or repeating information that is available in another format.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a work/project leader or staff authority. The work/project leader is partially accountable for the work

CLASS SERIES DESCRIPTION (Cont'd)

ARTS SERVICES

July 1, 1999

product of two or more full-time equivalent positions, including timeliness, correctness, and soundness. At least one of the subordinate positions must be a professional level in the same series or at a comparable conceptual level. Typical elements of direct control over other positions by a work/project leader include assigning tasks, monitoring progress and work flow, checking the product, scheduling work, and establishing work standards. The work/project leader provides input into supervisory decisions made at higher levels, including signing leave requests and approving work hours. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

OR

The staff authority is a pacesetter who has a unique level of technical expertise in a field or profession that, as part of the ongoing permanent assignment, is critical to the success of an agency. It is an essential component of the work assignment that has been delegated by management to the position. This authority directly influences management decisions within an agency. For example, management relies on such a position when making decisions regarding the direction that policy or a program should take in the staff authority's field of expertise. Managers and peers recognize and seek this level of technical guidance and direction regarding the application of a program or system within the agency or to its clients.

ARTS PROFESSIONAL IV

H3U6XX

CONCEPT OF CLASS

This class describes the supervisory level. Supervisors exercise direct, formal control over others. This class differs from the Arts Professional III on Line/Staff Authority.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the process level, as described here. Within limits set by professional standards, the agency's available technology and resources, and program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of operations. The general pattern, program, or system exists but must be individualized. This individualization requires analysis of data that is complicated. Analysis is breaking the problem or case into parts, examining these parts, and reaching conclusions that result in work processes. This examination requires the application of known and established theory, principles, conceptual models, professional standards, and precedents in order to determine their relationship to the problem. New processes or objectives require approval of higher management or the agency with authority and accountability for the program or system.

Complexity -- The nature of, and need for, analysis and judgment is formulative, as described here. Positions evaluate the relevance and importance of artistic theories, concepts, and principles in order to tailor them to develop a different approach or plan to fit specific circumstances. While general policy,

CLASS SERIES DESCRIPTION (Cont'd)

ARTS SERVICES

July 1, 1999

precedent, or non-specific practices exist, they are inadequate and are therefore relevant only through approximation or analogy. In conjunction with theories, concepts, and principles, positions use judgment and resourcefulness in tailoring the existing guidelines so they can be applied to particular circumstances and to deal with emergencies.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of any of the following:

Detecting, discovering, exposing information, problems, violations or failures by interviewing or investigating where the issues or results of the contact are not known ahead of time.

Advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions or behaviors.

Clarifying underlying rationale, intent, and motive by educating others on unfamiliar concepts and theories or marketing a product or service. This goes beyond what has been learned in training or repeating information that is available in another format.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a unit supervisor. The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact pay, status, and tenure of three or more full-time equivalent positions. At least one of the subordinate positions must be a professional level in the same series or at a comparable conceptual level. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

DEFINITIONS

Graphic Arts: Translates the client's concept into production art and preparing a variety of visual materials to be reproduced, duplicated, published, displayed, or presented for the purpose of conveying information to an audience.

Photographer: Provide photographic services such as processing and reproducing a variety of films using appropriate paper; manipulating film to produce desired effects; performing photo-finishing; operating and maintaining a variety of photographic equipment to produce desired effects.

Miscellaneous Arts Services: Any specialization in the arts not specifically identified.

ENTRANCE REQUIREMENTS

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

CLASS SERIES DESCRIPTION (Cont'd)
ARTS SERVICES
July 1, 1999

CLASS SERIES HISTORY

Effective 7/1/99 (KKF). PS consolidation study consolidated Graphic Designer I (H3F2) and Photographers (H3K). Published draft 2/17/98 and proposed 3/20/98.

Effective 9/1/98 (CVC). PS consolidation study consolidated Graphic Designer (H3F1 & 3-6). Published draft 2/17/98 and proposed 3/20/98.

Effective 9/1/93 (CVC). Job Evaluation System Redesign project. Published as proposed 6/1/93.

Revised 7/1/85. Changed salary relationships for Graphic Design Technician A and B (A2680 - A2681).

Revised 7/1/79. Changed relationship of Graphic Designer C.

Revised 3/1/79. Changed class code and title and pay grade for Graphic Design Technician A, B, Principle Graphic Designer, and Design/Art Director (A2680 - A2686). Create Graphic Designer B; revised class codes, titles, and grades for Graphic Designer A and C.

Created 1/1/75. Graphic Design Technician A and B, Graphic Designer A, B, C, Principle and Design/Art Director (A2680 - A2686); and Photography Assistant A and B, Photographer A, B, Senior, and Principle (A2660 - A2665).

SUMMARY OF FACTOR RATINGS

Class Level	Decision Making	Complexity	Purpose of Contact	Line/Staff Authority
Arts Technician I	na	na	na	na
Arts Technician II	Defined	Prescribed	Exchange, Detect or Advise	Indiv. Contributor
Arts Professional I	Operational	Patterned	Exchange, Detect or Advise	Indiv. Contributor or Work Leader
Arts Professional II	Process	Formulative	Detect, Advise, or Clarify	Indiv. Contributor
Arts Professional III	Process	Formulative	Detect, Advise, or Clarify	Work Leader or Staff Authority
Arts Professional IV	Process	Formulative	Detect, Advise, or Clarify	Unit Supervisor

ISSUING AUTHORITY: Colorado Department of Personnel\General Support Services