



JOB OPPORTUNITY
NOW HIRING

Graphic Designer I

Permanent—Full Time

Position Number 339-100-2884-900

SALARY RANGE:

\$3,374—\$4,224

DUTIES: Under the direction of the Manager of Creative Solutions, the incumbent will work at the entry/first working level as a Graphic Designer I. The position requires the incumbent to possess sufficient graphic design skills, the ability to communicate with all levels of staff, and understand and utilize the process involved in producing high-quality graphic representations. The incumbent must be organized and able to prioritize work assignments, possess well-developed computer skills, be flexible regarding interruptions and changes in priorities relative to workload, and meet assigned deadlines. Duties include but are not limited to the following tasks:

- 25% Work in collaboration with the Chief of Public Affairs to design, lay out, and format items for the internal and external web site using Adobe Creative Cloud products. Format reports into HTML format using current accessibility standards for public release.
- 25% Design, lay out, and format reports from drafts for print and online; consult with audit teams regarding graphics needs; create charts, graphs, slides, and other graphic materials for reports and presentations; and prepare comprehensives, proofs, and electronic files for office use. Perform quality assurance on all documents; prepare a pre-press document before the final reproduction of each report; prepare and review a draft version of each report as it will appear on the web site the day before each report release.
- 15% Advise and consult with office staff on the design and layout of publications, print collateral, and other such design applications. Research subject matter; plan, create, and execute designs.
- 15% Design and develop brochures, proclamations, and other promotional materials; take projects from concept to completion including rough layouts, thumbnail, and sketches; act as consultant in content production and design work for special requests.
- 10% Conceptualize and develop identity systems and print collateral such as business cards, letterhead, identification badges, design of intranet and internet sites etc. Take digital photos (including all aspects such as composition, development, and production); perform color correction and photo editing, computer generated drawing, and graphic conversions.
- 5% Work with manager and audit teams to ensure information and design concepts accurately represent the California State Auditor's Office. Monitor and evaluate the effectiveness of products to gain feedback useful in the development of future graphics work.
- 5% Assist office staff with help-desk related questions; provide limited assistance with the Docutech reprographics system; and perform other duties related to graphic design and publishing.

DESIRABLE QUALIFICATIONS:

- Ability to use the elements of design to create page layout; apply color theory, grid theory and theories of typography; perform image editing; learn and apply new graphics software; produce freehand drawing and color illustration; maintain project files.
 - Proficiency in Adobe Creative Cloud Software (Indesign, Illustrator, Photoshop, and Dreamweaver) basic and advanced features.
 - Proficiency in creating and editing HTML and CSS.
 - Knowledge of Windows-based Microsoft Word, Excel, and PowerPoint.
 - Strong organizational and communication skills.
 - Ability to work under pressure on multiple projects with short deadlines and handle multiple projects simultaneously to ensure deliverables are achieved on time, while maintaining the highest quality.
 - Ability to work independently and in a team environment.
 - Possess excellent attendance and punctuality record. Must be dependable and reliable.
 - Portfolio with an emphasis on Indesign, Illustrator, Photoshop and Dreamweaver projects.
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TO APPLY, send or deliver a completed STD.678 to:

Location

California State Auditor
Human Resources Office
621 Capitol Mall, Suite 1200
Sacramento, California 95814

Contact

Marya Liberty
(916) 445-0255, ext. 215
MaryaL@auditor.ca.gov

FINAL FILING DATE: NOVEMBER 6, 2015

All applications must be postmarked no later than the final filing date. **Applications postmarked after the final filing date will not be accepted for any reason.**

SELECTION PROCESS: Current state employees with status in the Graphic Designer I classification, lateral transfers from an equivalent classification, former state employees who can reinstate into this classification, and persons who are reachable on a current employment list for this classification may apply. Training and Development assignments will be considered.

All interested applicants must submit a STD. 678 (with an original signature) and indicate the basis of their eligibility on the STD. 678. Failure to provide eligibility information may result in disqualification from the hiring process. **Emailed applications will NOT be accepted.**

All appointments will be made in accordance with applicable personnel laws and rules. Only those appearing most qualified will be interviewed. Additional hires may be made from this bulletin if positions become available.

Any applicant receiving a conditional job offer will be subject to fingerprinting and an inquiry to the CA Department of Justice to disclose criminal records prior to appointment.

All State Auditor's Office employees are excluded from collective bargaining.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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.

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.