

EDITED TASK LISTING

CLASSIFICATION: Director, Television Communications Center (Specialist)

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Plan and script video/audio/data and digital based training programs for staff, inmates, news media, and the public utilizing computer software and production experience in order to make efficient use of departmental resources, as needed.
2.	Plan the technical and professional work performed in producing digital/analog and video/audio/data communications using existing resources and production experience to efficiently and effectively communicate to staff/client, inmates and the public, as directed.
3.	Organize the technical and professional work performed in producing digital/analog and video/audio/data communications using existing resources and production experience to efficiently and effectively communicate to staff/client, inmates and the public, as directed.
4.	Organize and storyboard audio/video/data and digital based training programs for staff, inmates, news media, and the public utilizing computer software and production experience in order to efficiently and effectively communicate audio/video messages, as needed.
5.	Direct the technical and professional work performed in producing digital/analog and video/audio/data communications using existing resources and production experience to efficiently and effectively communicate to staff/client, inmates and the public, as needed.
6.	Direct staff in the production of video and digital based training programs utilizing inter-personal skills and production experience in order to efficiently and effectively communicate video messages, as needed.
7.	Review video/audio scripts and treatments for content and accuracy utilizing industry standards and California Department of Corrections and Rehabilitation (CDCR) management expectations, as required.
8.	Review technical reports to maintain current knowledge and efficiency related to video/audio production and computer based editing software programs using trade magazines, internet, and user groups on an ongoing basis.
9.	Review completed video/audio productions for content and style utilizing industry standards and CDCR management expectations, as required.
10.	Develop video/audio communication programs supportive of departmental goals, working closely with the requestor, using inter-personal communication skills and production experience to achieve desired outcome for target audience, as directed.
11.	Train others in proper video production techniques utilizing industry standards and available equipment/resources in order to maintain production efficiency on an ongoing basis.
12.	Consult with clients/management requesting audio/video/data production services to determine how needs can best be met utilizing inter-personal skills and production experience in a cost effective manner, as needed.
13.	Serve as a lead to other persons employed in the Department's Television Communications Center using inter-personal skills and production experience on a regular basis.

Tasks highlighted in bold text are not currently on the SPB classification specification

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14.	Select location production sites to ensure proper environment, taking into consideration client requests, and audio/video/data requirements utilizing location scouting, as needed.
15.	Determine proper production equipment needed to acquire appropriate analog or digital media utilizing existing resources, as needed.
16.	Operate professional level production equipment in order to produce audio/video/data content images for use in production using technical knowledge of principles of broadcast level video production on a daily basis.
17.	Determine appropriate resources for audio content production using technical knowledge of principles of broadcast level audio production on a daily basis.
18.	Determine power needs (battery or AC power) to ensure proper operation of studio/production equipment utilizing location scouting and power limitations on an as needed basis.
19.	Select appropriate lighting instruments for proper illumination in conjunction with video acquisition using technical knowledge of principles of broadcast level video production on a daily basis.
20.	Interview and select on-camera talents for speaking and non-speaking roles utilizing auditions, past experience and referrals to ensure the effective communication of client(s) message, as needed.
21.	Obtain appropriate narrator(s) for voice-over of video programs utilizing interviews, auditions, past experience and referrals to ensure the effective communication of client(s) message, as needed.
22.	Design and build appropriate backdrops and sets (physical and virtual) for video production utilizing creative design and colors, carpentry techniques, computer software programs, etc., on an as needed basis.
23.	Acquire analog and digital video images into computer based, non-linear editing systems utilizing state of the art video editing software programs to enable the post-production process on a daily basis.
24.	Perform video editing of first rough-draft program for client review utilizing computer based non-linear editing software programs on an as needed basis.
25.	Review first rough-draft of the video program with client by in-house screening on the editing system or via Compact Disc (CD), Digital Video Disc (DVD), videotape or web transmission on a regular basis.
26.	Perform final draft of video program adding in narration, graphics, special effects, and music utilizing computer based non-linear editing software programs on an as needed basis to complete the project.
27.	Determine the distribution format of finished video production to meet client needs utilizing knowledge of industry standards and available resources on a daily basis.
28.	Duplicate video programs in requested formats to distribute copies to appropriate entities utilizing audio/video/data and DVD/CD duplication equipment on a regular basis.

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29.	Distribute copied video programs in requested formats to appropriate entities utilizing audio/video/data, DVD/CD, web streaming or internet on a regular basis.
30.	Apply proper maintenance techniques to ensure optimal continuous operation of professional broadcast audio/video/data production equipment utilizing technical maintenance manuals and appropriate tools on a regular basis.