

EDITED KSAPC LISTING

CLASSIFICATION: DIRECTOR, TELEVISION COMMUNICATIONS CENTER (SUPERVISOR)

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

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of broadcast television standards and techniques (i.e., media formats, Internet Protocol Television [IPTV], web based techniques, etc.) for production and distribution of audio/video/data programming.
K2.	Comprehensive knowledge of television directing (i.e., linear and non-linear camera/computer based techniques) of both talent and staff in order to produce effective audio/video/data messaging.
K3.	Basic knowledge of the principles of effective speaking in order to secure contracts with vendors for specified services.
K4.	Basic knowledge of the principles of effective training in order to increase staff knowledge and productivity.
K5.	Basic knowledge and experience with principles of effective supervision (i.e., administration of progressive discipline, organizing the work of others, planning the work of others, etc.) in order to guide employees in their job performance.
K6.	Basic knowledge of preparing a budget in order to meet California Department of Corrections and Rehabilitation (CDCR) goals and objectives.
K7.	Basic knowledge of a supervisor's role in the Department's Equal Employment Opportunity (EEO) program in order to meet EEO objectives.
K8.	Basic knowledge of a supervisor's responsibility for promoting equal opportunity in employee development and promotion to guide individual career advancement.
K9.	Basic knowledge of a supervisor's responsibility for maintaining a work environment free of discrimination and harassment in order to comply with state and federal EEO requirements.

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Ability to:	
A1.	Evaluate the video, audio, and special effects components of a television communications production in order to produce effective television and video programs.
A2.	Establish cooperative relationships with others to ensure effective completion of video project.
A3.	Maintain cooperative relationships with others to ensure effective completion of video project.
A4.	Prepare and direct correspondence and comprehensive and objective reports in order to maintain effective communication with management.
A5.	Direct the preparation of correspondence and comprehensive and objective reports in order to maintain effective communication with management.
A6.	Analyze situations accurately and take effective action to enhance productivity and meet goals and expectations.
A7.	Conceive creative uses of the Television Communications Center in support of the department's missions.
A8.	Develop creative uses of the Television Communications Center to improve project efficiency and effectiveness.
A9.	Lift 25 pounds of equipment in order to aide in video/audio production.
A10.	Operate broadcast audio/video equipment to capture appropriate images and sound for purposes of the specified project.
A11.	Design and light a set or location to ensure proper illumination of subject matter.
A12.	Use linear and non-linear computer based techniques and systems for the post production editing and finishing of video programs.
A13.	Duplicate and distribute video programs utilizing available media formats and web based techniques in order to disseminate information and training to department employees and the public.

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<i>Personal Characteristics:</i>	
PC1.	Willingness to travel throughout the State in the production of video programs.
PC2.	Demonstrated administrative ability to organize and prioritize work load.
PC3.	Demonstrated leadership ability to motivate and inspire staff in the production of video programs.