

EDITED TASK LISTING

CLASSIFICATION: Director, Television Communications Center (Supervisor)

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

Task Statements	
1.	Plan and script audio/video/data content 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 audio/video/data content 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 audio/video/data content 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 content 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 video messages, as needed.
5.	Direct the technical and professional work performed in producing digital/analog and audio/video/data content communications using existing resources and production experience to efficiently and effectively communicate to staff/client, inmates and the public, as needed.
6.	Plan the activities of staff in the Department's Television Communications Center to promote efficiency and productivity using organizational skills and on the job experience on a regular basis.
7.	Organize the activities of staff in the Department's Television Communications Center to promote efficiency and productivity using organizational skills and on the job experience on a regular basis.
8.	Direct staff in the production of audio/video/data content and digital based training programs utilizing inter-personal skills and production experience in order to efficiently and effectively communicate video messages, as needed.
9.	Direct the activities of staff in the Department's Television Communications Center to motivate employee career development using organizational skills and on the job experience on a regular basis.
10.	Propose guidelines for implementing the use of audio/video/data content communications in programs throughout the State to educate and inform staff, inmates, the media and the public using direction from California Department of Corrections and Rehabilitation (CDCR) management.
11.	Train others in proper audio/video/data content production techniques utilizing industry standards and equipment in order to maintain production efficiency on an ongoing basis.
12.	Review completed audio/video/data productions for content and style utilizing industry standards and CDCR management expectations, as required.

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

EDITED TASK LISTING

CLASSIFICATION: Director, Television Communications Center (Supervisor)

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

Task Statements	
13.	Review technical reports to maintain current knowledge and efficiency related to audio/video/data production and computer based editing software programs using trade magazines, internet, and user groups on an ongoing basis.
14.	Review audio/video/data scripts and treatments for content and accuracy utilizing industry standards and CDCR management expectations, as required.
15.	Develop audio/video/data 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.
16.	Supervise staff in the Department's Television Communications Center using inter-personal skills and production experience to produce audio/video/data content meeting department communications needs, on a regular basis.
17.	Develop guidelines for implementing the use of audio/video/data communications in programs throughout the State to educate and inform staff, inmates, the media and the public using direction from CDCR management.
18.	Evaluate staff performance utilizing approved performance appraisal documentation in order to enhance employee productivity and efficiency on a regular basis.
19.	Arrange required annual staff training utilizing state approved classes and resources in order to comply with departmental guidelines.
20.	Develop the unit's operational budget to meet CDCR goals and objectives utilizing management direction and allotted funds.
21.	Interview and hire employees promoting equal employment opportunity utilizing established state and federal guidelines to maintain a work environment free of discrimination and harassment on a continuous basis.
22.	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.
23.	Apply proper maintenance techniques to ensure optimal continuous operation of professional broadcast video production equipment utilizing technical maintenance manuals and appropriate tools on a regular basis.
24.	Select location production sites to ensure proper environment, taking into consideration client requests, and audio/video/data requirements utilizing location scouting, as needed.
25.	Determine proper production equipment needed to acquire appropriate analog or digital media utilizing existing resources, as needed.
26.	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.
27.	Determine appropriate resources for audio content production using technical knowledge of principles of broadcast level audio production on a daily basis.

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

EDITED TASK LISTING

CLASSIFICATION: Director, Television Communications Center (Supervisor)

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

Task Statements	
28.	Determine power needs (battery or AC power) to ensure proper operation of camera and lighting equipment utilizing location scouting and power limitations on an as needed basis.
29.	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.
30.	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.
31.	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.
32.	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.
33.	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.
34.	Perform video editing of first rough-draft program for client review utilizing computer based non-linear editing software programs on an as needed basis.
35.	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), audio/video/data content or web transmission on a regular basis.
36.	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.
37.	Determine the distribution format of finished video production to meet client needs utilizing knowledge of industry standards on a daily basis.
38.	Duplicate video programs in requested formats to distribute copies to appropriate entities utilizing audio/video/data content and DVD/CD duplication equipment on a regular basis.
39.	Distribute copied video programs in requested formats to appropriate entities utilizing audio/video/data content, DVD/CD, web streaming or internet on a regular basis.

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