NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: January 27, 2015

Re: Notice of Proposed Classification Actions – Final Notice No. 33 FY 14/15 (copy attached).

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective January 27, 2015.

Micki Callahan
Human Resources Director

by: Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Support Services
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Linda Cosico, DHR
Maria Newport, SFERS
Risa Sandler, Controller/Budget Division
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
Drew Murrell, Controller/ Budget Division
Alex Koskinen, Controller/ Budget Division
E-File
NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 33
Fiscal Year: 2014/2015
Posted Date: 01/27/2015
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>1</td>
<td>5322</td>
<td>Graphic Artist</td>
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Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Megan Siems, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at Megan.Siems@sfgov.org.


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INTRODUCTION

Under direction, is responsible for designing and preparing graphs, charts, posters, diagrams, final drawings, sketches, exhibits and photographs used in presentations, publications, multi-media and public information releases.

DISTINGUISHING FEATURES

Positions in Class 5322 are assigned to two distinct specialties: General and Forensic. Incumbents under the General specialty perform a variety of graphic artwork using photographs and computer hardware/software. Incumbents under the Forensic specialty perform the duties of a police sketch artist, along with related functions such as interviewing victims and preparing investigative reports.

SUPERVISION EXERCISED

None

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

General Specialty:

1. Designs layouts of reports, brochures, flyers, bookmarks, booklists, logos, newsletters, posters, forms, signs, and other printed material and selects appropriate typography, color treatment and paper stock using computer systems, desktop publishing software including illustration, web design, photographic retouching, and other graphic design software.

2. Performs specialized design, typesetting and pre-press work in connection with the preparation of presentation drawings, publications, multi-media, public information releases and similar media using computer-aided graphics.

3. Designs, executes and edits a variety of drawings and illustrations using computer-aided graphics.

4. Scans, manipulates and corrects photographic images to incorporate with desktop publishing software.

5. Uses desktop publishing software and appropriate computer hardware to produce graphs, charts and maps.

6. Communicates and interacts with departmental staff, vendors, staff from printers, service bureaus and color houses to assure quality reproduction of project designs.

7. Prepares sketches, graphs, charts, posters, diagrams, final drawings, exhibits and photographs either from direct consultation with staff members of from rough sketches.

8. Performs related duties and responsibilities as assigned.
Title: Graphic Artist  
Job Code: 5322

Forensic Specialty:
1. Creates freehand art sketches of victims and witnesses using composite art sketches as investigative tools to aid in the identification, apprehension and/or elimination of suspects, victims and witnesses; creates sketches, when possible, from surveillance videos and photographs and alters or modifies likenesses to aid in the identification of victim, witnesses or suspects.

2. Creates three-dimensional reconstruction (sculptures) from physical data of decomposed or partially decomposing human remains for the purposes of forensic identification.

3. Creates two-dimensional reconstruction (drawings) from decomposed or partially decomposing human skeletal remains for the purposes of forensic identification; creates two-dimensional age-progression as investigative tools for the identification/apprehension of missing children and/or wanted fugitives; refers of computer-aid programs and manuals such as those produced by the National Center for Missing and Exploited children.

4. Conducts interviews with crime victims and witnesses to create freehand drawings or sculptures of criminal suspects, following the ethics and special sensitivity guidelines outlined in the Mission Statement of the Forensic Art Unit.

5. Consults with criminal justice specialists and medical doctors to render likeness of suspects and victims.

6. Provides expert testimony on identification during criminal trials.

7. Creates small-scale models of crime scenes using computer-assisted architectural programs such as AutoCad and Architectural Desktop.

8. Works with the community on art projects designed to reduce violence and crime.

9. Prepares sketches, graphs, charts, posters, diagrams, final drawings, exhibits and photographs using rough sketches or in consultation with staff members to be used in court or in public presentations.

10. Performs related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

General Specialty:
Knowledge of: commercial techniques and equipment; various graphic design processes, methods and techniques used in graphic design, drawing, illustration and drafting; typography.

Ability to: use desktop publishing, illustration, photo retouching, web design and other graphic design software; apply graphic processes, methods and techniques; plan, organize and complete graphic design projects within the deadline allotted; prepare a wide variety of artistic media as well as sketches, lettering, painting and drafting; interact effectively with a wide variety of individuals.

Forensic Specialty:
Title: Graphic Artist
Job Code: 5322

Knowledge of: drawing illustration and drafting techniques and methods; human anatomy
drawing techniques

Ability to: render the human form based on verbal descriptions; prepare a wide variety of artistic
media, as well as sketches, lettering, painting and drafting using software applications; conduct
interviews with victims and witnesses; make victims and witnesses feel as comfortable and
secure as possible; understand and carry out complicated oral instructions; prepare
investigative reports and other documents.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which
are required for employment in the classification. Please note, additional qualifications (i.e., special conditions)
may apply to a particular position and will be stated on the exam/job announcement.

Education:
Possession of an Associate in Arts degree (two year degree) from an accredited college or
university with coursework in graphic art or design.

Experience:
General Specialty: One (1) year of professional experience in graphic art or web design.

OR

Forensic Specialty: One (1) year of professional experience as an artist specializing in human
portraits of a diverse population.

License and Certification: None

PROMOTIVE LINES

ORIGINATION DATE: 10/7/1968
AMENDED DATE: 12/22/2000; 1/27/2015
REASON FOR AMENDMENT: To accurately reflect the current tasks, knowledge, skills
and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S): COMMN, SFMTA, SFCCD, SFUSD