



California Public Employees  
Retirement System

**GRAPHIC DESIGNER II EXAM CODE: 6PABE-01  
GRAPHIC DESIGNER III EXAM CODE: 6PABE-02  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS)  
OPEN EXAMINATION – SPOT: SACRAMENTO COUNTY  
CONTINUOUS FILE EXAMINATION**

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.

**WHO MAY APPLY** This is an **OPEN – SPOT continuous file examination for the Public Employees' Retirement System (CalPERS)**. Anyone who meets the minimum qualifications as stated on this announcement may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply. Once you have taken the examination, you may not reapply for twelve (12) months.

**HOW TO APPLY** **All applicants must complete the Training and Experience Examination (link on the following page) AND submit a Standard State Application (678) with any required educational documentation (if applicable). Applications must be received within 14 days of completing the online examination.**

Applications are available through the internet at <https://jobs.ca.gov/pdf/std678.pdf> and may be delivered in person or by mail. Incomplete applications or resumes alone will not be accepted. Applications sent via internet, faxed, or e-mailed **will not** be accepted for any reason. Applications received without the required documents will result in rejection from this examination.

**Deliver in Person: Between 8 am - 5 pm**

CalPERS  
Human Resources Division  
Exam Services Attn: Melinda Mercado  
400 P Street, 3<sup>rd</sup> FL, Room 3260, LPN  
Sacramento, CA 95814

**Mailing Address**

CalPERS  
Human Resources Division  
Exam Services Attn: Melinda Mercado  
P.O. Box 942718  
Sacramento, CA 94229-2718

If you meet the entrance requirements for the **Graphic Designer II and III**, you may file for both on a single application. Indicate the title of each examination **AND** include exam code **6PABE-01 and/or 6PABE-02** on the State Application (STD 678). **NOTE:** If you are applying for the Graphic Designer II & III examination **you must take both exams.**

**PLEASE INCLUDE EXAM CODE 6PABE-01 and/or 6PABE-02 ON YOUR STATE APPLICATION. DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES OR THE STATE PERSONNEL BOARD.**

**FINAL FILING DATE CONTINUOUS FILE** Applications will be accepted on a Continuous basis.

**SPECIAL TESTING ARRANGEMENTS** If you require special testing arrangements due to a verified disability, medical condition or religious accommodation, you will be able to request a reasonable accommodation during the exam filing process. Please mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear to the test, contact the CalPERS Examination Unit at (916) 795-3065 or California Relay Service at 7-1-1, Telecommunications Device for the Deaf (TTY) at (916) 654-6336\*.

(\* TTY is a telecommunications device that is reachable only from telephones equipped with a TTY device.

<b>MONTHLY SALARY RANGE</b>	Graphic Designer II	Minimum	<b>\$3873</b>	Maximum	<b>\$4849</b>
	Graphic Designer III	Minimum	<b>\$4565</b>	Maximum	<b>\$5716</b>

**POSITION DESCRIPTION AND LOCATION** **Graphic Designer II**  
This is the full journey level in the Graphic Designer series. Under direction, the Graphic Designer II is responsible for the concept, development, and production of the more complex graphic design work. With the aid of computer-assisted applications the graphic designer uses design and production elements to convey the desired impact and message to a specially targeted audience.

**Graphic Designer III**  
This is the advanced journey level in the Graphic Designer series. Incumbents create and produce materials and/or publications at the highest level for print, on-line publishing, multimedia, and other mediums. Incumbents in this class serve as high-level specialist responsible for the development and productions of the most complex graphic design work.

**Positions exist with the California Public Employees' Retirement System Sacramento California.**

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION** It is your responsibility to make sure you meet the education and/or experience requirements as stated on this announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Applications/resumes must include: "to" and "from" dates (month/day/year), time

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base, civil service class title(s), and range (if applicable) for all work experience. Resumes will not be accepted in lieu of a completed State Application (STD 678). College course information must include: title, number of semester or quarter credits, name of institution, completion dates, and degree (if applicable). **All applicants must submit proof of the required education (if applicable) at the time of filing with the State Application (STD 678). Applications received without this information will be rejected.**

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**EXAMINATION  
INFORMATION**

**TRAINING AND EXPERIENCE EXAMINATION WEIGHTED 100.00%**

The entire examination will consist of an evaluation of training and experience weighted 100%. The Training and Experience Examination is designed to elicit specific information regarding each candidate's Knowledge, Skills and Abilities relative to the testing classification. Responses to the examination will be assessed based on pre-determined rating criteria. All applicants must complete the entire examination. The examination process takes approximately one hour to complete. All competitors will be ranked competitively based on the responses. In order to obtain a position on the eligible list, you must meet the examination requirements and must attain a minimum score of 70% on the examination.

**NOTE: IF YOU ARE APPLYING TO TAKE THE GRAPHIC DESIGNER II and III EXAMINATIONS. YOU MUST COMPLETE BOTH EXAMINATION LINKS BELOW.**

**Click the link below to complete the Training and Experience Examination:**

**Graphic Designer II examination link:** <https://www.surveymonkey.com/r/BLTF7Q3>

**Graphic Designer III examination link:** <https://www.surveymonkey.com/r/BK2WLK7>

CalPERS and the California Department of Human Resources (CalHR) reserve the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her state application. List all experience relevant to the "Minimum Qualifications" shown on this announcement even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

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**MINIMUM  
QUALIFICATIONS**

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement when submitting your application.

**GRAPHIC DESIGNER II**

**Either I**

**Experience:** One year of experience in the California state service as a Graphic Designer I.

**Or II**

**Experience:** Two years of experience in concept development, consulting, page layout, drawing, photo editing, color correction, file preparation, on-line publishing, multimedia, and other mediums. **AND Education:** Successful completion of a total of 24 semester college units with a minimum of five units in each of the following areas: graphic design theory, graphic computer software applications, and printing technology.

**GRAPHIC DESIGNER III**

**Either I**

**Experience:** One year of experience in the California state service as a Graphic Designer II.

**Or II**

**Experience:** Three years of experience in concept development, consulting, page layout, drawing, photo editing, color correction, file preparation, on-line publishing, multimedia, and other mediums. **AND Education:** Successful completion of a total of 30 semester college units with a minimum of six units in the following areas: graphic design theory, graphic computer software, and printing technology. (One year of additional experience can be substituted for one year of college.)

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**DEFINITION OF TERMS IN MINIMUM QUALIFICATIONS**

The words “**performing the duties of...**” means that the applicant must have the amount of experience in State civil service in the class specified (or on a training and development (T&D), or approved out-of-class assignment to the class.

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**EXAMINATION SCOPE****TRAINING AND EXPERIENCE - WEIGHTED 100.00%****GRAPHIC DESIGNER II****Knowledge of:**

1. Graphic design theories including typography, color, grid, and layout theories with appropriate application to support a design concept.
2. Current software used in the graphic design industry including the Adobe Creative Suite.
3. The design process.
4. Procedures, processes, and materials needed to create effective visual communication solutions.
5. The principles of graphic design: balance/symmetry, rhythm/repetition, proximity, alignment, contrast, and white space.
6. Print specifications required to create bid/estimate request.

**Skill to:**

1. Understand the project scope in order to produce appropriate visual communication solutions.
2. Create, test and prepare files for use in print and in electronic communications.
3. Produce accurate proofs.
4. Manage daily work effectively.
5. Adhere to established templates, style guides, and brand guidelines.
6. Develop concepts, implement edits, create proofs, and prepare files for final output.
7. Create and adhere to project schedules appropriately.
8. Establish and maintain effective working relationships.

**Ability to:**

1. Recognize and communicate, in a timely manner, when workload is unmanageable or project schedule is in jeopardy.
2. Prepare neat, clean comps for review by clients and management.

**GRAPHIC DESIGNER III****Knowledge of:**

1. Graphic design theories including typography, color, grid, and layout theories with appropriate application to support a design concept.
2. Current software used in the graphic design industry including the Adobe Creative Suite.
3. The design process.
4. Procedures, processes, and materials needed to create effective visual communication solutions.
5. The principles of graphic design: balance/symmetry, rhythm/repetition, proximity, alignment, contrast, and white space.
6. Print specifications required to create bid/estimate request.

**Skill to:**

1. Research and analyze information to define project scope to produce appropriate visual communication solutions
  2. Create, test and prepare files for use in print and in electronic communications.
  3. Produce accurate proofs.
  4. Manage daily work effectively.
  5. Create and established templates, style guides, and brand guidelines.
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6. Develop concepts, implement edits, create proofs, and prepare files for final output.
7. Establish the project brief as needed to define scope, measureable outcomes and other critical information.
8. Establish and manage project schedules to ensure project success.
9. Create accurate bid/estimate request packages for submission to appropriate vendors and evaluate response to award jobs.
10. Draft and present verbal or written proposals.
11. Act as project lead to provide project scope, schedule, and cost information to project partners, peers, and vendors.
12. Model adherence of unit policies and procedures to evaluate current strategies to improve upon established protocol.
13. Mentor production staff by sharing knowledge and experience.
14. Establish and maintain effective working relationships and when necessary utilize conflict resolution techniques.

**Ability to:**

1. Recognize and communicate, in a timely manner, when workload is unmanageable or project schedule is in jeopardy.
2. Prepare neat, clean comps for review by clients and management.
3. Problem-solve and logically analyze details.
4. Act as visual communication expert to educate project partners.
5. Make recommendations to project partners for deliverables and schedule to meet project objectives.

<b>SPECIAL PERSONAL CHARACTERISTICS</b>	Visual acuity and color vision sufficient to successfully perform the job; and creative ability.
<b>CAREER CREDITS</b>	Career Credits <u>will not</u> be granted in this examination.
<b>VETERANS' PREFERENCE</b>	Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.
<b>ELIGIBLE LIST INFORMATION</b>	Names of successful candidates will be merged onto a CalPERS eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retest to reestablish eligibility. Competitors may retest after twelve (12) months. The resulting eligibility list will be used to fill vacancies at CalPERS.
<b>CONTACT INFORMATION</b>	If you have any questions regarding this announcement, please contact: <b>Melinda Mercado (916) 795-9789</b> CalPERS Exam Services Unit 400 P Street, Suite LPN3260 Sacramento, CA 95811 California Relay Service: (7-1-1) Telecommunications Device for the Deaf (TTY) (916) 654-6336 TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.
<b>BRD: October 10, 2016</b>	<b>Class Code: GD II 2885/GD III 2886</b> <b>Schematic Code: GC70/GC65</b>

## GENERAL INFORMATION

Applications are available at <https://jobs.ca.gov/pdf/std678.pdf> and local offices of the Employment Development Department.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Public Employees' Retirement System (CalPERS) reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

**Hiring Interview Scope:** In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting will be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Veterans Preference:** Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veteran's Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://jobs.ca.gov/Public/Jobs/Veterans.aspx>, and the Department of Veterans Affairs.