

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

PHOTOGRAPHER SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future positions that accurately or artistically portray a wide variety of subjects and events for publications, lecture, research, publicity and documentation. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

B. Inclusions

Positions allocated to this series are, for a majority of the time, responsible for photographing newsworthy events, segments of earth, locations, people, or other illustrative or educational material for use in publications, telecasts, research, instruction, photogrammetry, surveying, or presentations. Use a wide variety of cameras that can accept lenses designed for close-up, medium range, or distance photography. Operates and maintains an electronic scanning and imaging device, computer software for image manipulation and electronic printing machine. May prepare photographic solutions, retouch prints and negatives, reproduce prints and perform routine maintenance of photographic equipment.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions which spend the majority of time processing film and creating photo copies of materials using standard photographic equipment and techniques and are more appropriately identified by the Photo Lab Technician classification specification.
2. Positions which spend the majority of time planning and producing audiovisual material and are more appropriately identified by the Audiovisual Production Specialist classification specification.
3. Positions which duplicate printed material on sensitized paper, plates, cloth, or film according to customer specifications and are more appropriately identified by the Graphic Reproduction Technician classification specifications.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Employees typically enter positions within this classification series by competitive examination. Progression to the full performance level is attained through reclassification after specific standards have been met satisfactorily. Advancement to the Senior level typically occurs through competitive examination.

E. Terminology Used in this Classification Specification

Aerial Photography: Photographing segments of earth and other subject material from an aircraft to produce pictures used in surveying, mapping, volumetric surveying, or related purposes.

Entry: The level of performance in a position at which the employe applies and develops basic skills in procedures, techniques, tools, materials, and/or equipment appropriate to the area of specialization. Duties and tasks are standardized. Resolves routine questions and problems, and refers more complex issues to higher levels.

Full Performance: The level of performance in a position at which the employe applies basic skills the majority of time and may perform some advanced level skills in procedures, techniques, tools, materials, and/or equipment appropriate to the area of specialization. Duties and tasks are frequently non-routine. Resolves most questions and problems, and refers only the most complex issues to higher levels.

Knowledge: (1) **Working Knowledge** - implies sufficient knowledge of the subject to enable the employe to work effectively in a limited range of work situations. (2) **Considerable Knowledge** - implies enough knowledge of the subject to enable the employe to work effectively in a wide range of work situations and with little direct supervision. (3) **Extensive Knowledge** -implies an advanced knowledge of the subject matter so as to permit solution of unusually difficult work problems or issues, and advising on technical questions and planning methods for resolving these problems or issues.

Mosaic: Overlapping photographs, usually aerial, assembled into a composite picture.

Photogrammetry: The process of making maps or scale drawings by aerial or other photography. The process of making precise measurements by the use of photography.

Photomicrography: The process of making photographs through a microscope.

Senior: The level of performance in a position at which the employe applies the most complex skills in the area of specialization. Adapts procedures, techniques, tools, materials and/or equipment to meet special needs. Duties and tasks reflect substantial variety and complexity. Serves as a resource to others in resolution of complex problems and issues.

II. HOW TO USE THIS SPECIFICATION

This specification will be used to classify all positions in this occupational group. To classify these positions, first use the Inclusions / Exclusions sections of the specification to determine whether the

position should be allocated to any of the series identified. If the position is appropriately placed in the Photographer series, determine whether the position is at an entry, full performance, or senior level using section III, which utilizes the terminology defined in section I (E) above.

III. DEFINITIONS

PHOTOGRAPHER-ENTRY

This is entry level photographic work. Employees possess a **working knowledge** in the area of photography. Create original photographs using a variety of photographic equipment or electronic methods according to instructions of client or higher level photographer. Present photographic work to higher level photographer or client for approval. Has limited contact with clients during the production process. Work is performed under close supervision.

PHOTOGRAPHER

This is full performance photographic work. Employees possess **considerable knowledge** in the area of photography. Employees spend the majority of their time consulting with clients and completing a variety of photographic projects. Photograph a wide variety of subjects and events. Creatively apply the technical aspects of light, lens, film, filters, and camera settings to capture a mood or tell a story. Work is performed on location and in the studio. Select and assemble equipment according to subject material, anticipated conditions, and knowledge of function and limitations of various types of cameras, lenses, films, and accessories. View subject and setting and plan composition, lighting, camera position, and camera angle to produce desired effect. Confer with client to determine needs. Provide client with a budget estimate for the project. May produce black and white and color negatives, slides, transparencies, or mosaics. May provide electronic imaging services. Work is performed under general supervision.

PHOTOGRAPHER-SENIOR

This is senior level photographic work. Employees possess **extensive knowledge** in the area of photography. Employees at this level spend the majority of time functioning as an advanced photographer responsible for planning and organizing the day-to-day operation of a small photographic production unit or aerial photographic missions. In addition to the duties performed at the objective level, employees deal with the most complicated problems or photographic techniques. Confer with clients to identify their needs and develop a plan to meet those needs. Originate plans and ideas for: aerial photographs; mosaic compilation; video production; two dimensional photography; photographing lab experiments or botanical specimens; macrophotography; photomicrography; or electronic imaging. May develop policies and procedures governing work schedules, billing, sales, and use of equipment. May specialize in a particular field, medium, or type of photography. Work is performed under general supervision.

Representative Positions:

Department of Transportation, Division of Highways, Technical Services Section, Aerial Photographer. The majority of time is spent acquiring and evaluating photogrammetric and non-photogrammetric aerial photography. Coordinates the sale of aerial photography to the public by researching base map indexes, making dylux prints from negatives, and processing payment and shipment of finished prints. Operates a large format metric aerial camera system. Compiles semi-controlled and uncontrolled aerial mosaics, aerial base resurface plan sheets, plan and profile base sheets and other photographic products for the

department. Review initial design of photographic mission for proper scale; check sun angles to determine the hours aerial photography can be carried out to eliminate deep shadows which would obscure topography; and review flight height for each individual flight line. Evaluate processed film and prints to ensure that scale and model configurations are correct; evaluate for excessive tilt or crab; and ensure that proper forward and side overlap was obtained.

University of Wisconsin-Madison, College of Letters & Science, Department of Botany, Coordinator of Photographic Services. The majority of time is spent coordinating all photographic needs for the Department of Botany. This includes: photographing botanical specimens and lab experiments using two dimensional photography (DNA sequencing in electrophoresis gels), macrophotography, field photography, and photomicrography; providing copy photography services which include color and black & white: transparencies, negatives, diagrams, graphs, tables, maps, illustrations, photo plates, composites, etc. Advise faculty and staff on best method of communicating scientific information. Research new technology and photographic equipment. Plan and execute program of improvement and maintenance as well as establishing quality control guidelines. Establish policies and procedures governing work schedules, ordering supplies, billing, and use of equipment.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

JMS
6/94