

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

PHOTO LAB TECHNICIAN 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 technical positions that process film and create photo copies of materials using standard photographic equipment and techniques. 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 spend the majority of their time: preparing photographic solutions, retouching prints and negatives, reproducing prints and performing routine maintenance of photographic equipment; hand mounting slides in glass and plastic mounts, operating slide mounting machines and imprinting machine; and photographing people or items for use in passports, I.D.'s, portraits or educational materials.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions which spend the majority of time accurately or artistically portraying a wide variety of subjects and events for publications, lecture, research, publicity and documentation and would be more appropriately identified by the Photographer classification specification.
2. Positions which, for a majority of the time, 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 specification.
3. 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 satisfactorily met. Advancement to the Senior level typically occurs through competitive examination.

E. Terminology Used in this Classification Specification

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. Performs some more advanced functions as part of training development. 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.

Lead Work: An employe whose assigned duties include training, assisting, guiding, instructing, and assigning and reviewing the work of one or more employes in the work unit. Leadworkers do not have supervisory authority as defined under s. 111.81 (19), Stats.

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 Photo Lab Technician 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

PHOTO LAB TECHNICIAN-ENTRY

This is entry level photographic production work. Employes possess a **working knowledge** of the area of photographic production. The majority of time is spent printing and processing black and white or color film and prints; slide duplication and mounting; photo copy; or portrait and passport photography. Make

photo copies of materials, artwork, etc.. Prepare photographic solutions. Process, trim, mount and sort prints. Tone photographic prints. Make black and white or color photographic prints. Perform routine maintenance on equipment. Keep accurate production records. Maintain a photographic library. Work is performed in accordance with established procedures or from detailed instructions under close supervision.

PHOTO LAB TECHNICIAN

This is full performance photographic production work. Employees possess **considerable knowledge** of the area of photographic production. The majority of time is spent in the lab taking color and black and white photographs using a 35mm photo copy stand, 35mm and view camera. In addition to the duties performed at the entry level, employees at the full performance level spend more time conferring with clients to determine needs and providing a budget estimate for the project. Work is performed under general supervision.

PHOTO LAB TECHNICIAN-SENIOR

This is senior photographic production work. Employees possess **extensive knowledge** of the area of photographic production. In addition to the duties performed at the lower levels, employees at this level provide lead work activities in a photographic laboratory. As a lead worker, incumbents spend the majority of their time assigning work, training staff, resolving problems, coordinating quality control, recommending and planning new services or equipment acquisitions. Employee must possess a demonstrated proficiency in uses of all equipment in the unit, perform quality control of work leaving unit, monitor and adjust work flow, determine supply needs, and confer with clients to determine if their needs have been met. Work is performed under general supervision.

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
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