

MASSACHUSETTS DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASSIFICATION SPECIFICATION

APPROVED

DEC 31 1987

I. DESIGN ILLUSTRATOR SERIES:

Design Illustrator

Department of Personnel
Administration

II. SUMMARY OF SERIES:

Incumbents of positions in this series create and draw illustrations for publication, exhibition and/or technical use; trace maps and prepare art work for engineering projects; design formats for the presentation of technical charts, graphs, maps and displays in a manner conducive to public understanding, using standard design and drafting equipment and processes; and perform related work as required.

The basic purpose of this work is to design and draw illustrations for publication, exhibition and/or technical use.

III. ORGANIZATIONAL LEVELS:

Design Illustrator is professional job.

IV. EXAMPLES OF DUTIES COMMON TO ALL LEVELS IN SERIES:

1. Creates and draws illustrations for publication, exhibition and/or technical use by free hand drawing methods such as pen-and-ink, pencil, tempera, oils, wash or air brush; by laying-out and illustrating a wide variety of art work; and by drawing, inking, lettering and/or coloring charts, maps, graphs, diagrams, posters, brochures, newsletters, forms and exhibits.
2. Traces topographic, geologic, land use, highway and other types of maps for working and display purposes and for reproduction; prepares art work for engineering projects such as highway and bridge designs to visualize completed projects; and designs and constructs three dimensional models for proposed engineering projects for use by architects and engineers.
3. Designs formats for the presentation of technical publications, charts, graphs, maps and displays in a manner conducive to public understanding.
4. Prepares illustrated presentations and/or slides for legislative and public hearings, lectures, seminars and engineering and/or educational meetings.
5. Uses drafting equipment such as T-squares, triangles, compasses and Leroy sets and uses enlargers, print dryers, various mounting equipment for photoprints, headliner machines, electric waxers, transfer letterers such as press type, variagraph lettering instruments and other equipment necessary to produce illustrations for display and/or reproduction.

6. Develops specifications and cost estimates for printing services according to format, paper stock, ink and volume; and inspects printer proofs to ensure that specifications and standards of accuracy and quality of materials are met.
7. Determines availability of resources such as time, funds and/or materials to meet requests for the preparation of forms and other printed matter, determines the need for supplies and equipment and places orders with vendors to add to and replenish inventory.
8. Reads trade journals and other publications to keep abreast of developments in the field.

V. DIFFERENCES BETWEEN LEVELS IN SERIES:

None.

VI. RELATIONSHIPS WITH OTHERS:

Major work contacts are with agency personnel.

VII. SUPERVISION RECEIVED:

Incumbents of positions at this level receive general supervision from administrative or other employees of higher grade, who provide instructions as required assign work and review performance through inspection, conferences and reports for compliance with accepted standards.

VIII. SUPERVISION EXERCISED:

Incumbents of positions at this level exercise functional supervision (i.e., over certain but not all work activities, or over some or all work activities on a temporary basis) over 1-5 technical and/or clerical personnel.

IX. WORKING CONDITIONS:

Design Illustrators work under exposure to the harmful effects of chemicals and fumes; and may be required to travel for job related purposes.

X. QUALIFICATIONS REQUIRED AT HIRE FOR ALL LEVELS IN SERIES:

1. Knowledge of the materials, supplies and equipment used in graphic arts.
2. Knowledge of the methods and techniques of graphic design.
3. Knowledge of the principles, practices and techniques of graphic arts including layout.
4. Knowledge of the methods and techniques of graphic reproduction.

5. Knowledge of the safety practices and procedures followed in graphic arts work.
6. Knowledge of lettering methods.
7. Knowledge of the techniques used in illustrating brochures, pamphlets, charts and graphs.
8. Knowledge of the techniques used in proofreading and editing material.
9. Knowledge of the methods used in the preparation of charts, graphs and tables.
10. Skill in the use of instruments and devices used in graphic arts, including drafting and lettering equipment.
11. Skill in freehand drawing.
12. Ability to lead a group of workers.
13. Ability to determine the proper format and procedure for assembling items of information.
14. Ability to follow oral and written instructions.
15. Ability to maintain harmonious working relationships with other employees.
16. Ability to prepare general reports.
17. Ability to distinguish colors visually.
18. Ability to read and interpret such documents as blueprints, drawings, plans and charts.
19. Ability to perform arithmetic computations with speed and accuracy (addition, subtraction, multiplication and division).
20. Ability to deal tactfully with others.

XI. QUALIFICATIONS ACQUIRED ON JOB AT ALL LEVELS IN SERIES:

1. Knowledge of the types and availability of public or private community based organizations and resources for providing graphic arts services.
2. Knowledge of the policies, procedures, specifications, standards and guidelines governing assigned unit activities.

XII. MINIMUM ENTRANCE REQUIREMENTS:

Applicants must have at least (A) three years of full-time, or equivalent part-time, technical or professional experience in graphic arts, graphic design, art or illustrating work, the major duties of which included illustrating books, pamphlets and/or brochures, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

A diploma, degree or certificate from a recognized school above the high school level, with a major in graphic arts or graphic design may be substituted for a maximum of one year of the required experience.*

*Education toward such a diploma, degree or certificate will be prorated on the basis of the proportion of the requirements actually completed.

XIII. SPECIAL REQUIREMENTS:

None.

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