

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Photo Laboratory

SERIES NO.:

8222

MAJOR AGENCIES: Attorney General, Mental Health,
Rehabilitation & Correction, Public Safety**EFFECTIVE DATE:**

02/26/2012

SERIES PURPOSE:

The purpose of the photo laboratory occupation is to process, retrieve, secure, authenticate & catalog electronic files in order to produce photographic prints.

CLASS TITLE

Digital Photo Technician

CLASS NUMBER

82221

PAY RANGE

26

EFFECTIVE

10/29/2006

CLASS CONCEPT:

The developmental level class works under general supervision & requires working knowledge of photographic related equipment in order to operate photofinishing equipment to produce photographic prints & assists higher-level photography personnel in processing, printing analog & electronic image files.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Digital Photo Technician	82221	07	10/29/2006	26

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Operates photofinishing equipment to produce photographic prints & assists higher-level photography personnel in processing, printing analog & electronic image files (e.g. operate & maintain film processors, analog & digital print processors, digital ink jet printers & related photographic equipment, such as scanners, CD & DVD burners; retrieve, secure, authenticate & catalog high volumes of crash digital image files, evidentiary image files, historical image files; maintains organized electronic workflow utilizing personal computer, network, server & software applications; maintain electronic & manual filing systems to systematically process internal & external print requests, verifies images & supplementary information is accurate & accounted for; files negatives, prints or slides; determines composition & enhancement, touches up art work with ink, spotting dyes & brushes for proper reproduction, maintains inventory of chemistry, paper & mailing supplies to facilitate uninterrupted workflow; provide input into the creation of new internal & intra-unit policies & procedures).

Performs preventative maintenance & minor repair on chemical photo processors & imaging equipment, identify malfunctions & problems; serves as agency contact with various clients (e.g. attorneys, prosecutors, insurance companies, general public); answers telephones; opens mail, manages high volume of letters, answers questions; labels work orders; assists walk-ins with photographic requests, orders supplies; mails finished/completed work orders to ensure efficient operation of photo laboratory.

MAJOR WORKER CHARACTERISTICS:

Knowledge of Photography*. Skill in operation of film processing & photographic reproduction equipment such as photographic laboratory equipment; photographic methods/techniques; photographic reproduction equipment; downloading, methods for transferring digital files to personal computer/server & related software; scanners; CD & DVD burners; cataloging software; authentication software; print color or black & white by using digital print processors or mini-lab digital printers. Ability to gather, collate & classify information about data, people or things; work alone on most tasks, demonstrate strength to lift up to 30 lbs.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp. in operation of photographic related equipment processing & printing photographic film.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to chemical fumes, chemistry, odors.