

**GRAPHICS SPECIALIST PROGRESSION & PRODUCTIVITY PROGRAM
CRITERION DOCUMENT**

Revised March 13, 2003
February 9, 2006

Note: Refer to the Graphics Specialist Progression & Productivity Program Policies and Procedures Document for additional information and clarification of requirements, guidelines, and procedures.

To Become: GRAPHICS ASSISTANT OT-17

EDUCATION: Completion of thirty (30) college hours, preferably including nine (9) hours in civil or map drafting, both traditional and computer-aided

EXPERIENCE: No previous graphics experience required

PROFICIENCY INCREASE REQUIREMENTS
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EDUCATION: Completion of a total of forty-five (45) college hours

EXPERIENCE: Six (6) months as a Graphics Assistant with the City of Tulsa

PROFICIENCY: Demonstrated skill proficiency at the Graphics Assistant level as approved by the department

"Proficient" or better rating on special performance review following a minimum of six (6) months as an Assistant.

To Become: GRAPHICS SPECIALIST AT-23
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EDUCATION & EXPERIENCE: An associate's degree or sixty (60) college hours in mapping/geography, civil engineering/surveying, computer science/graphics, computer drafting or other related area, and one (1) year as a Graphics Assistant

TRAINING:	Internal:	Human Relations Skills Core Group	= 1 Course from choices
		Administrative Skills Core Group	= 1 Course from choices

DEMONSTRATED SKILL PROFICIENCY:

Demonstrate proficiency on the "Graphics Skill Level Worksheet" overall skill evaluation by meeting or exceeding two (2) targeted ratings of the six (6) identified skills for a Graphics Specialist (refer to the GIS Progression Guideline Packet).

Pass a proficiency test appropriate for this level approved by the department

JOB COMPLEXITY:

Performs journeyman graphics functions utilizing a multi-tasking computer-aided drafting system or mapping software and other related assigned duties under general supervision.

PERFORMANCE & PRODUCTIVITY:

Must be performing the duties of a Graphics Specialist at least at a competent level and have received a 'PROFICIENT' performance rating on the most recent review for internal candidates.

To Become: SENIOR GRAPHICS SPECIALIST AT-28

EDUCATION & EXPERIENCE: An associate's degree or sixty (60) college hours in mapping/geography, civil engineering/surveying, computer science/graphics, computer drafting, or a related field, and two (2) years of graphics experience, including one (1) year as a Graphics Specialist

TRAINING: **Internal:** One (1) additional course from the following core groups:
Communications Skills Core Group Administrative Skills Core Group

External: None

DEMONSTRATED SKILL PROFICIENCY:

Demonstrate proficiency on the "Graphics Skill Level Worksheet" overall skill evaluation by meeting or exceeding four (4) targeted ratings of the six (6) identified skills for a Graphics Specialist (refer to the GIS Progression Guideline Packet).
level.)

Pass a proficiency test appropriate for this level approved by the department

JOB COMPLEXITY:

Under general supervision performs complex graphics functions utilizing a multi-tasking computer-aided drafting system or mapping software and other related assigned duties.

PERFORMANCE & PRODUCTIVITY:

Must be performing the duties of a Sr Graphics Specialist at least at a competent level and have received a 'PROFICIENT' performance rating on the most recent review. Must be demonstrating increased productivity and initiative for the department due to development of knowledge, skills and abilities.

To Become:

GRAPHICS ANALYST-AT-32

EDUCATION & EXPERIENCE:

An associate's degree or sixty (60) college hours in mapping/geography, civil engineering/surveying, computer science/graphics, computer drafting or a related field, and three (3) years of progressively responsible experience in computer graphics, mapping, and/or GIS, including one (1) year as a Senior Graphics Specialist

OR

Bachelor's degree and one (1) year of experience in computer graphics, mapping, and/or GIS

TRAINING: Internal:

Pre-Supervisory Skills Core Group = 1 Course from choices not already counted Completion of self-paced basic system administration course on current system

DEMONSTRATED SKILL PROFICIENCY:

Demonstrate proficiency on the "Graphics Skill Level Worksheet" overall skill evaluation by meeting or exceeding six (6) targeted ratings of the six (6) identified skills for a Graphics Specialist (refer to the GIS Progression Guideline Packet).

Pass a proficiency test appropriate for this level approved by the department

JOB COMPLEXITY:

Under general supervision performs analysis, evaluation, coordination and system administration in providing graphics products and services supporting engineering projects and other related assigned duties.

PERFORMANCE & PRODUCTIVITY:

Must be performing the duties of a Graphics Analyst at least at a competent level and have received a 'PROFICIENT' performance rating on the most recent review. Must be demonstrating increased productivity and initiative for the department due to development of knowledge, skills and abilities.