

City of San José
CLASS SPECIFICATION

Title: Digital Media Technician (3731)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Police Department	Police Property Supervisor	Non-exempt

CLASS SUMMARY

Under general supervision, performs a variety of technical duties in support of the Police Department, including but not limited to, digital media processing and printing. Processes and analyzes audio recordings, videos, and photographs; uploads and maintains digital evidence in a centralized database in accordance with evidence handling procedures. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

Digital Media Technician is a specialized, single level classification responsible for performing journey level technical work in support of Police Department operations. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) AND at least one (1) year of experience in processing digital media.

Required Licensing (such as driver's license, certifications, etc.)

Possession of a valid State of California driver's license.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices including knowledge of digital photography, audio, and video recordings; methods of processing, editing, and copying digital media; maintenance of equipment and ability to perform routine maintenance and repair; Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Team Work and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

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- Initiative - Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.
- Multi-tasking - Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).
- Planning - Acts to align own unit's goals with the strategic direction of the organization; defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.

Additional Competencies and/or Desirable Qualifications

(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

- Technology Use/Management - Uses efficient and cost-effective approaches to integrate technology into the workplace and improve program effectiveness.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Manages the digital media database, including but not limited to correcting case number errors, adding and/or deleting digital media, maintaining digital media quality control, and archiving data.	Daily
2.	Processes and analyzes digital media, including but not limited to surveillance videos, audio recordings, and photographs; uploads evidence to a centralized database in accordance with evidence handling procedures.	Daily
3.	Manages and operates print processing equipment to produce color photographs.	Daily
4.	Maintains equipment and supplies; performs routine maintenance and repairs on photo finishing equipment; keeps inventory controls and records; issues photographic supplies and equipment, as required.	Weekly
5.	Takes pictures of individuals, groups, and special events; downloads, edits, or prints photographs.	As Required
6.	Edits video and audio recordings for redaction using Adobe Photoshop and Adobe Premier; makes copies of digital media sources.	As Required
7.	Trains and schedules volunteers.	As Required
8.	Performs other related work as required.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

In an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;

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- Communicate in person and over the telephone;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Be exposed to moderate noise levels and controlled temperature conditions;
- Maintain professional demeanor during interactions with staff, customers, and the public.

CLASSIFICATION HISTORY *Created 4/89, Rev. 9/97, Rev. 08/17; s001*