



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

PHOTOGRAPHERS

Class Title	Class Code	Pay Band	Alt Pay Band*
Photographers-B	J4021B	35	
Photographers-O	J4021O	40	
Photographers-A	J4021A	45	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Photograph persons, subjects, merchandise, or other commercial products. May develop negatives and produce finished prints. Include scientific photographers, aerial photographers, and photojournalists.

Nature of Work

Photographers produce and preserve images through technical expertise and creativity, while using appropriate professional equipment. They may enhance a subject's appearance with natural or artificial light, shoot the subject from an interesting angle, draw attention to a particular aspect of the subject by blurring the background, or use various lenses to produce desired levels of detail at various distances. Photographers also can create electronic portfolios of their work for display. Digital technology also allows the production of larger, more colorful, and more accurate prints or images for use in advertising, photographic art, and scientific research. Photographers who process their own digital images need to be proficient in the use of computers, high-quality printers, and editing software.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role perform standard photography tasks.
- Employees take and process routine photographs of simple subject matter.

Recommended Education and Experience for Full Performance

High school diploma or GED and one (1) year directly related experience in photography, photo journalism, digital image editing, and/or graphic arts.

Minimum Qualifications

High School Diploma or GED and any directly related experience in photography, photo journalism, digital image editing, and/or graphic arts.

PHOTOGRAPHERS

Operational

- Employees in this Role independently perform photographic techniques and procedures.
- Employees take and process photographs of subject matter determined by departmental needs and policy, utilizing all photographic media (still, motion, color, sepia, half tone, black-and white, etc.).

Recommended Education and Experience for Full Performance

High School Diploma or GED and one and a half (1.5) years directly related experience in photography, photo journalism, digital image editing, and/or graphic arts.

Minimum Qualifications

High School Diploma or GED and three (3) months directly related experience in photography, photo journalism, digital image editing, and/or graphic arts.

Advanced

- Employees in this Role perform highly skilled technical photographic tasks in a specialized field (i.e., medical, surgical, aerial, scientific, museum objects, artifacts, exhibitions, archeological sites, etc.).
- Employees prepare photographic layouts for public relations.
- Employees provide expert assistance to less experienced photographers.

Recommended Education and Experience for Full Performance

High School Diploma or GED and two (2) years directly related experience in photography, photo journalism, digital image editing, and/or graphic arts.

Minimum Qualifications

High School Diploma or GED and six (6) months directly related experience in photography, photo journalism, digital image editing, and/or graphic arts.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

PHOTOGRAPHERS

Speaking — Talking to others to convey information effectively.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Instructing — Teaching others how to do something.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Operations Analysis — Analyzing needs and product requirements to create a design.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 9/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.