



University Human Resources
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Personnel Order 2025-02

February 13, 2025

Amendment to Classification Plan

The City University of New York plans to promulgate the following changes to the classification plan of the Classified Service:

Change the classification from Competitive Class to Non-Competitive class for the following existing titles:

| | |
|--------------------------------------------------------|------------------|
| Television Media Production Specialist | Title Code 04987 |
| Television Media Engineering and Operations Technician | Title Code 04988 |
| Television Media Design Specialist | Title Code 04989 |

These titles were last issued on May 22, 2019.

These titles are accredited to Local 237, District Council 37, AFSCME.

Pay scales and contractual representation have not changed as a result of this revision.

This Personnel Order must be posted conspicuously for a 30-day period.

Doriane K. Gloria
Senior Vice Chancellor, University Human Resources

THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

| | |
|---------------------|----------------------------------------|
| Title | Television Media Production Specialist |
| Title Codes | 04987 Annual & Hourly |
| FLSA Status | Non-exempt |
| Date Issued | May 22, 2019 |
| Date Revised | February 13, 2025 |

General Duties and Responsibilities:

Under general supervision, in office titles such as Production Assistant, Producer, Writer, Editor, Host, Reporter or Interviewer, employees in this class of positions are responsible for the creative design, development and/or execution of editorial material for broadcast. This includes writing, reporting and gathering information; and producing, hosting and/or editing of the material that is to be broadcasted. May also be responsible for developing, managing and coordinating the content and presentation of broadcasts.

There are three assignment levels in this class of positions. This specification describes typical duties of these assignments; related duties are performed as needed.

General Work Tasks

Assignment Level 1: Typical Level 1 office titles include Production Assistant and Associate Producer. Areas of focus for producers are studio-based programming consisting of up to one host and three guests. Thoroughly experienced in film, TV or video production, they display an understanding of the creative and technical needs of different types of shows (e.g., informative vs. stylistic); how each might borrow from the other; and how the material being created fits into the “look” of a production – it’s development, story building and creative delivery. They utilize and effectively communicate the qualities and techniques associated with artistic creation/appreciation (e.g., feeling, aesthetics, music, style, text, symbolism to audience, and elegance) in order to effectively direct or oversee design/studio staff, or take a lead role in, a variety of broadcast productions. Specific work tasks may also include:

- Assisting in the design, development and creation of program look and style in coordination with editing and other staff involved in broadcast production and post-production.
- Directing and coordinating various aspects of production, such as audio, scenes, music, timing, camera work, lighting and script writing.
- Reviewing the technical quality of video prior to broadcast and recommending edits and changes as appropriate.
- Utilizing computer hardware and software to create, edit, revise and broadcast information, programs and other data.
- Providing information and content as needed to update station website and databases.

Assignment Level 2: Typical Level 2 office titles include Line Producer, Segment Producer, Producer, Director, Writer or Editor, or Host, Reporter, Interviewer. Areas of focus for producers are studio-based programming consisting of up to one host and three guests, and in addition, magazine programs where more creativity and/or technical accuracy and/or variety is required. They work with a wider latitude for independent

judgment, and lead a large staff or plays a primary role in complicated productions where very strong, technical, creative, aesthetics and storytelling abilities are required. In addition to the duties described above for Assignment Level 1, they help to coordinate various aspects of the broadcast program, and assist in selecting production staff and planning/maintaining staff schedules. Specific work tasks may also include:

- Coordinating staff through pre-production, production and post-production phases of the development of broadcast material.
- Developing and creating programs or program segments.
- Outlining programs, and may compose or edit program scripts.

Assignment Level 3: Typical Level 3 office titles include Executive Producer, Supervising Producer, Writer or Editor, or Host. Areas of focus for producers are studio-based programming consisting of up to one host and three guests, magazine programs and other special broadcasts, live shows and other major productions working closely with such people as high level CUNY management, New York City/State officials, and liaisons with CUNY campuses. Their work products exhibit a thorough understanding of the “look” and “style” that a particular production should have, and the expectations and needs of the target audience. They consistently display a thorough understanding of the technical aspects of the production and creative proficiency, and a passion for telling stories with the ability to explain and describe the details of those stories to all involved in the creation and delivery of the broadcast production. In addition to performing or overseeing the performance of all of the duties of Assignment Levels 1 and 2, they plan and coordinate various aspects of the broadcast program, including selecting/casting internal staff and external talent.

Qualification Requirements

Assignment Level 1:

1. A high school diploma or its educational equivalent **and** two (2) years of full-time, satisfactory directly related experience in a television broadcast environment; **OR**
2. An associate degree or 60 college credits from an accredited college or university **and** one (1) year of full-time, satisfactory directly related experience in a television broadcast environment.

Assignment Level 2:

1. A high school diploma or its educational equivalent **and** five (5) years of full-time, satisfactory directly related experience in a television broadcast environment; **OR**
2. An associate degree or 60 college credits from an accredited college or university **and** four (4) years of full-time, satisfactory directly related experience in a television broadcast environment; **OR**
3. A baccalaureate degree from an accredited college or university **and** three (3) years of full-time, satisfactory directly related experience in a television broadcast environment.

Assignment Level 3:

1. A high school diploma or its educational equivalent **and** ten (10) years of full-time, satisfactory directly related experience in a television broadcast environment; **OR**
2. An associate degree or 60 college credits from an accredited college or university **and** nine (9) years of full-time, satisfactory directly related experience in a television broadcast environment; **OR**
3. A baccalaureate degree from an accredited college or university **and** eight (8) years of full-time, satisfactory directly related experience in a television broadcast environment; **OR**
4. A master's degree from an accredited college or university **and** seven (7) years of full-time, satisfactory directly related experience in a television broadcast environment.

Important Notes:

- a. All qualifying experience must be from a television broadcast environment, full-time, or full-time equivalent, and in a position where the duties are directly related to those of Television Media Design Specialist.
- b. College education must be in a directly related field of study, from a regionally accredited or New York State registered four-year college or university.
- c. Some positions in either Assignment Level may require a current, valid Motor Vehicle Driver License valid in the State of New York.

Direct Lines of Promotion

From: None

To: None

THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

| | |
|---------------------|--------------------------------------------------------|
| Title | Television Media Engineering and Operations Technician |
| Title Codes | 04988 Annual & Hourly |
| FLSA Status | Non-exempt |
| Date Issued | May 22, 2019 |
| Date Revised | February 13, 2025 |

General Duties and Responsibilities:

Serving in office titles such as Master Control Room Operator, Broadcast Engineer and Audio Engineer, employees in this class of positions perform technical work in a broadcasting operation and/or production environment. Duties include designing, installing, operating, monitoring and reporting, maintaining and/or modifying all types of broadcast equipment and related software.

There are two assignment levels in this class of positions. This specification describes typical duties of these assignments; related duties are performed as needed.

General Work Tasks

Assignment Level 1: Level 1 employees typically serve as a Master Control Room Operator and Audio Engineer. These employees display a high-level of knowledge of the technical specifications and functioning of broadcast equipment and related computer hardware and software, as well as the activities required to create, disseminate, broadcast and duplicate video and audio signals. Under direct supervision, they perform tasks, such as:

- Maintaining and securing all broadcast equipment by performing routine preventative maintenance as well as emergency repairs.
- Checking and testing equipment to insure its proper mechanical and electrical functioning.
- Maintaining equipment and parts inventories.
- May assist in training technical personnel engaged in certain phases of operating broadcast equipment and computer hardware and/or software.
- Monitoring broadcast programs in progress to maintain consistent quality of picture and sound reproductions and program content in accordance with Federal Communications Commission (FCC) rules and regulations.
- Assisting in the maintenance of existing broadcast capabilities by providing fast solutions to problems that may arise with the transmitter, tower, satellite receiver, and other related equipment.
- Maintaining emergency alert system and complying with applicable reporting requirements.
- Maintaining general records and reporting as required by federal, state and local law.

- Screening programs to help conduct final quality control checks, such as ensuring appropriate timing and length, and checking for inappropriate language or video, and holes in content

Assignment Level 2: Typical Level 2 office titles include higher level Broadcast Engineer, Broadcast Technician, Master Control Room Coordinator and Audio Engineer. These employees perform with less supervision, or direct the performance of, the above tasks of Level 1 incumbents. They display a very high level of technical knowledge and proficiency, and regularly supervise or directly perform the most complicated repairs of equipment and related computer hardware and software, and those repairs that require the highest level of emergency response.

Qualification Requirements

Assignment Level 1:

3. A high school diploma or its educational equivalent **and** two (2) years of full-time, satisfactory directly related experience in a television broadcast environment; **OR**
4. An associate degree or 60 college credits from an accredited college or university **and** one (1) year of full-time, satisfactory directly related experience in a television broadcast environment; **OR**
5. A baccalaureate degree from an accredited college or university.

Assignment Level 2:

4. A high school diploma or its educational equivalent **and** six (6) years of full-time, satisfactory directly related experience in a television broadcast environment; **OR**
5. An associate degree or 60 college credits from an accredited college or university **and** five (5) years of full-time, satisfactory directly related experience in a television broadcast environment; **OR**
6. A baccalaureate degree from an accredited college or university **and** four (4) years of full-time, satisfactory directly related experience in a television broadcast environment; **OR**
7. A master's degree from an accredited college or university **and** three (3) years of full-time, satisfactory directly related experience in a television broadcast environment.

Important Notes:

- d. All qualifying experience must be from a television broadcast environment, full-time, or full-time equivalent, and in a position where the duties are directly related to those of Television Media Design Specialist.
- e. College education must be in a directly related field of study, from a regionally accredited or New York State registered four-year college or university.
- f. Some positions in either Assignment Level may require a current, valid Motor Vehicle Driver License valid in the State of New York.

Direct Lines of Promotion

From: None

To: None

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General Work Tasks

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Assignment Level 2: Typical Level 2 office titles include Line Producer, Segment Producer, Producer, Director, Writer or Editor, or Host, Reporter, Interviewer. Areas of focus for producers are studio-based programming consisting of up to one host and three guests, and in addition, magazine programs where more creativity and/or technical accuracy and/or variety is required. They work with a wider latitude for independent

judgment, and lead a large staff or plays a primary role in complicated productions where very strong, technical, creative, aesthetics and storytelling abilities are required. In addition to the duties described above for Assignment Level 1, they help to coordinate various aspects of the broadcast program, and assist in selecting production staff and planning/maintaining staff schedules. Specific work tasks may also include:

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Qualification Requirements

Assignment Level 1:

6. A high school diploma or its educational equivalent **and** two (2) years of full-time, satisfactory directly related experience in a television broadcast environment; **OR**
7. An associate degree or 60 college credits from an accredited college or university **and** one (1) year of full-time, satisfactory directly related experience in a television broadcast environment.

Assignment Level 2:

8. A high school diploma or its educational equivalent **and** five (5) years of full-time, satisfactory directly related experience in a television broadcast environment; **OR**
9. An associate degree or 60 college credits from an accredited college or university **and** four (4) years of full-time, satisfactory directly related experience in a television broadcast environment; **OR**
10. A baccalaureate degree from an accredited college or university **and** three (3) years of full-time, satisfactory directly related experience in a television broadcast environment.

Assignment Level 3:

5. A high school diploma or its educational equivalent **and** ten (10) years of full-time, satisfactory directly related experience in a television broadcast environment; **OR**
6. An associate degree or 60 college credits from an accredited college or university **and** nine (9) years of full-time, satisfactory directly related experience in a television broadcast environment; **OR**
7. A baccalaureate degree from an accredited college or university **and** eight (8) years of full-time, satisfactory directly related experience in a television broadcast environment; **OR**
8. A master's degree from an accredited college or university **and** seven (7) years of full-time, satisfactory directly related experience in a television broadcast environment.

Important Notes:

- g. All qualifying experience must be from a television broadcast environment, full-time, or full-time equivalent, and in a position where the duties are directly related to those of Television Media Design Specialist.
- h. College education must be in a directly related field of study, from a regionally accredited or New York State registered four-year college or university.
- i. Some positions in either Assignment Level may require a current, valid Motor Vehicle Driver License valid in the State of New York.

Direct Lines of Promotion

From: None

To: None

ADDENDUM

L-2024-427

RESOLUTION TO AMEND MUNICIPAL CIVIL SERVICE RULES

Resolution to Amend the Appendices of the City University of New York (CUNY) Civil Service Rules.

At a meeting of the CUNY, Civil Service Commission held on 2/15/24, Upon action of the Personnel Officer of CUNY on 2/15/24 the following resolution was adopted:

WHEREAS the CUNY Civil Service Commission/Personnel Officer deems it necessary to make certain changes to the Appendices of the CUNY Civil Service Rules; AND

WHEREAS the CUNY Civil Service Commission/Personnel Officer has duly advertised and has on 2/15/24 held a public hearing on the matter;

NOW THEREFORE BE IT RESOLVED that subject to the approval of the State Civil Commission, the following changes be made to the Appendices of the CUNY Civil Service Rules:

Appendices

Non-competitive

- Television Media Design Specialist
- Television Media Engineering and Operations Technician
- Television Media Production Specialist

Labor

CUNY Art Model

Submission includes:

- Scanned copy of the signed original of this adopted resolution
- Notice of public hearing
- Affidavit of Publication of Notice
- Transcript of hearing minutes and written comments
- Supporting documentation and information for each requested amendment

Certification of Submission

We attest that this resolution and supporting documents have been reviewed by this office and are complete and accurate. I/We have determined that the request(s) for amendments included in this resolution complies with the standards set forth in State and local Law. This office supports this request and has performed all duties and actions required by the Civil Service Law and local Rules. This submission is complete and appropriate for consideration by the State Civil Service Commission.

Clare Stern 4-9-2024

Chairperson

[Signature] 5-16-24

Senior Vice Chancellor

[Signature] 4-9-2024

Commissioner

[Signature] 5/3/24

Commissioner

DISPOSITION RECORD
(State Civil Service Commission Staff Use Only)

SCSC CONTROL # L-2024-0427

ITEM # 1.44

Proposals Modified or Withdrawn by Agency:

State Civil Service Commission Determination(s):

This is to certify that the State Civil Service Commission met on the date set forth below and rendered the determination(s) indicated on proposals not indicated above as withdrawn by the requesting civil service agency.

State Civil Service Commission Meeting Date:

Action(s) Taken:

Approved

Exceptions/Stipulations:



ATTEST: _____
For the Commission

FILED BY THE SECRETARY OF STATE ON:

Date