

POSITION DESCRIPTION

1. POSITION NUMBER
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2. CAREER SERVICE DESIGNATION
3. LANGUAGE CODE
4. AREA KNOWLEDGE CODE
5. DUTY STATION
6. REASON FOR SUBMISSION (E.G., CHANGE OF DUTIES, CLASSIFICATION SURVEY, ETC.) IDENTIFY OLD POSITIONS BY TITLE, SCHEDULE, OCCUPATIONAL CODE, GRADE, POSITION NO. Classification Survey
7. PLACEMENT DIVISION CONCURRENCE
DATE: 9/10/54

Approved For Release 2000/08/15 : CIA-RDP80-00832A000200090025-9c.

B. ACTION	POSITION TITLE	SCHEDULE	OCCUPATION CODE	GRADE	INITIALS	DATE
A.						
B. CWD	<i>offset Photog.</i> Photographer (Color)(Supervisor)	GP	6170.02		RDK	9/9/54
C. INITIATING OFFICE	Photographer (Color)	GP				
9. ORGANIZATIONAL TITLE OF POSITION (IF ANY) Supervisor, Color Section		10. NAME OF EMPLOYEE (Last) (First) (Middle) IF VACANCY, SPECIFY				
11. ORGANIZATIONAL LOCATION OF POSITION		12. CERTIFICATION				
A. OFFICE	Logistics Office	[REDACTED]				DATE
B. DIVISION OR STAFF	Printing and Reproduction Division					6/3/54
C. BRANCH	Photography Branch					6/3/54
D. SECTION	Color Section					
E. UNIT						9/10/54

13. DESCRIPTION OF DUTIES, RESPONSIBILITIES AND QUALIFICATION REQUIREMENTS

I. Duties and Responsibilities:

Under supervision of Chief of the Photographic Branch serves as supervisor of the Color Photography Section responsible for the adequate and efficient; (1) production of color transparencies ranging in size from 35mm to 20" x 24"; (2) production of color prints ranging in size from 35mm to 30" x 40"; (3) production of colored lantern slides ranging in size from 35mm to 3 1/4" x 4"; (4) processing (i.e. developing, fixing, washing and drying) of 35mm and 16mm colored motion picture film; and (5) production of color separation negatives to be used in the subsequent production of dye transparent color prints, or in the indirect method of making separation negatives to be used in making offset lithographic plates. Specifically:

1. Sets-up, adjusts and operates copy cameras. Positions copy; adjust lights and exposure; uses appropriate color compensation filters, color correction filters, or color separation filters; adjusts focus; makes compensations for exposure based upon light sources, magnification, color balance of film; etc.
2. Operates photographic enlargers. Working from transparencies, takes density readings in order to determine type of color correction filter necessary; determines degree of exposure required; adjusts to size of enlargement desired; and makes exposure.
3. Operates photographic printers in order to produce color prints, including the making of prints through the Dye Transfer Process.
4. Processes color film by developing, reexposing, redeveloping, clearing, bleaching, fixing, hardening, washing and drying same.

Mixes chemical photographic solutions as required.

5. As required, makes trips to various CIA offices for the purpose of making color photographs (using either an 8" x 10" or 4" x 5" Eastman Camera) of a variety of classified material (maps, charts, illustrations, etc.) of equipment.

6. Proves color separation negatives made by personnel of the Camera and Layout Section (prior to making lithographic plates with such) by successively printing such on Ansco color paper. (Note: such prints can then be utilized in order to determine the quality of such separation negatives.)

7. Makes minor repairs to equipment as may be required.

8. Requisitions supplies as required for operation of the Section.

9. Compiles activity reports reflecting work produced by the Section.

10. Assures that all security, safety and fire prevention regulations are adhered to.

11. Maintains all spaces and equipment assigned to the Section in a clean and orderly condition at all times.

12. Instructs lower graded photographers in the methods and techniques of performing the foregoing tasks and checks quality of all work produced by them.

NOTE: In the performance of the foregoing tasks, incumbent utilizes the following equipment: 20" x 24" ATF Copy Camera with light integration meters and poloroid screens attached; 8" x 10" Levl Copy Camera; 8" x 10" Contact Printer; 30" x 40" ATF Vacuum Frame Printer; Eastman 11" x 14" No-exposure Frame; deep tanks; small trays and sinks; 30" x 40" stainless steel sinks; rocking tray for dye transfer process work; 40" Paragon Rotary Dryer; Weston Color Densitometer used in determining density and color balances in making color transparencies; and photographic lights.

In addition, uses the following types of film: Ansco color film and paper; Ansco printon; Ansco color duplicating film; Eastman Kodachrome; Ektachrome; Ektacolor; Eastman Dye Transfer paper; Eastman Dye solutions. Also uses approximately 75 different chemical mixtures and solutions.

II. Supervision Received:

Receives supervision and technical guidance from the Chief, Photography Branch who outlines general policy and techniques to be followed by the Section and who spot-checks the quality of work produced. Chief of the Branch is available to aid the incumbent in this position on very difficult problems that may arise.

III. Minimum Qualification Requirements:

1. Knowledges: Must have a detailed knowledge of the various practices, procedures, and techniques concerned with the production of color transparencies, production of color prints, colored lantern slides, and color separation.

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2. Skills: Must be proficient in the use of a variety of cameras used in color photography. Also must be skilled in the use of a large number of chemical solutions for developing purposes.

3. Abilities: Must have the ability to plan and organize the work not only for self but for subordinates.

4. Work Experience and Education: Must have a minimum of 5 years of the normal training and/or apprenticeship required of Photographers (Color) or be in possession of Journeyman card indicating proficiency at the Journeyman level. Such experience must have included a thorough background in the field of black and white photography as well as in the field of color photography. Required experience may have been acquired in a commercial printing plant, government printing plant, or a combination of both.

5. Special Qualifications: Subject position has greater physical demands than found in the average sedentary position in that incumbent must lift and move large containers of chemical solutions and not be susceptible to skin allergies that could possibly result from using numerous chemicals and other solutions. Must have excellent color perception.

Mental Demands:

Continuous mental application of a high degree is required while analyzing original copy, determining necessary scale of reduction or enlargement, determining proper setting and exposure time, and while shooting the image. Position requires intense concentration in developing the negative in order to avoid over or under-development.

Special Considerations:

Photographers are exposed to harmful fumes and acid burns from poisonous chemicals used in developing, mixing, and reducing solutions. After a time workers may develop allergies to chemicals. Poor ventilation is usually found in darkroom, and clothing may become damaged by acids used in processing films.

Position Progression:

This is a GP position requiring 5 years of training before reaching the journeyman level described in this position. A logical line of progression from this position would be to a supervisory position within the Photography Branch involving broader duties and responsibilities.

Distinguishing Features:

This position was allocated to the GP plan as a result of a survey conducted by CWD in August 1952, subject position being comparable to GPO Offset Photographers. Although the supervisory duties of this position are weak, the quantity and quality of work produced within the section necessitates a supervisor in order to insure a smooth work flow. Position is therefore re-affirmed as Photographer (Color-Supervisor) under the GP wage schedule.

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