

DUTY STATEMENT

GS 907T (REV. 03/05)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

11079-OSP

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of State Publishing	POSITION NUMBER (Agency - Unit - Class - Serial)
UNIT NAME AND CITY LOCATED Administration - Sacramento	CLASS TITLE Assistant State Printer
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 344 North 7 th Street, Sacramento, CA 95811
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 307-100-7381-001

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the administrative direction of the State Printer, the Assistant State Printer manages the administrative and support functions for the Office of State Publishing (OSP); oversees and coordinates all aspects of production, facility, and engineering operations. The Assistant State Printer acts as the State Printer in his or her absence to provide direct oversight over all OSP operations.

% of time performing duties | Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)

35%	<p>This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</p> <p>The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.</p> <p>APPLICANTS ARE REQUIRED TO PASS A FINGERPRINT AND/OR BACKGROUND CHECK.</p> <p>ESSENTIAL FUNCTIONS</p> <p>Ensures the short and long term strategic plans are accomplished and to assist the State Printer in developing strategies and business plans consistent with the Department of General Services' mission, vision and core values to support the overall business operational needs and the publishing needs for our customers.</p> <ul style="list-style-type: none"> Develop and implement strategies in coordination with the State Printer on addressing the ever changing technology and new trends in the printing industry with the goal of OSP the sole provider for our customers' printing needs. Lead and participate in developing justification plans for equipment acquisitions and create a rate structure for cost recovery. (Printing equipment costs can be as much as \$2 million dollars.) Provide creative strategies for process improvement of better business practices.
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print) D. Gerald Hill	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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	<p>Essential Functions (continued)</p> <ul style="list-style-type: none"> • Ensure the department's core values and goals are implemented throughout all levels of OSP staffing. • Lead and assist in implementing practices and setting objectives in support of the Governor's administration while ensuring the objectives of the Government Code are met. • Lead and participate in the formulation of customer service and print policies as related to OSP programs and promote in high quality customer service. • Provide methods for better print-on demand applications for the Legislative printing of bills and products to lower the inventory of finished goods. • Collaborate with the State Printer and DGS Executive Office on special project needs and keeps abreast on all activities that are current, up and coming and forecast to ensure objectives are obtained as directed by the State Printer, DGS Executive Office, etc. • Keep abreast on status of facility relocation needs of OSP, which include the expansion of the Digital Print and Mailing Services unit and internal changes of OSP programs to make way for new business opportunities in generating revenue. • Oversee and work with managers and others on the continued development of the OSP Web Store Front. • Oversee and manage the installation of a new Management Information System to replace outdated Logic system. • Oversee and work with managers on the expansion of services of the Fulfillment Services unit for new contracts. • Implement effective processes for OSP management to administer to all aspects of production in order to maintain an efficient workflow for all the units within OSP. • Oversee and work with managers on the impact and capabilities of new systems such as the Bar Code system for internal and external use for our business operation needs. • Oversee and work with managers and others for budget needs and budget forecasting. • Prepare work analysis data on staffing needs and works with human resource staff regarding OSP positions and recruitment efforts.
35%	<p>Oversees managers of all OSP programs to ensure business operational needs and objectives are met. (OSP programs which include: Administration, Advertising and Marketing, Customer Development, Fulfillment Services, Records Services, Production Services, and Purchasing.)</p> <ul style="list-style-type: none"> • Direct managers on customer service needs and print policies related to OSP programs. • Direct managers on process improvements to promote health and safety standards and their adherence throughout the organization. • Ensure marketing and operation plans addressing industry and technology changes of printing • Oversee and direct managers to promote the best environmental practices to serve as a model to the printing industry. • Establish a staffing structure that addresses OSP's changing technology and human resources environments. • Serve as the final review and approval for hiring of all positions within the organization in the absence of the State Printer. • Represent management with employee organizations including, but not limited to, contract negotiations. • Identify issues for discussion at the bargaining table. • Meet and confers with employee representatives to resolve issues.
25%	<p>Oversees the establishment of cost center rate proposals and spending practices to ensure the fiscal integrity of the organization.</p> <ul style="list-style-type: none"> • Review and monitor financial statements and reports. • Review and approve contracts and major acquisitions. • Responsible for acquiring service and printing contracts from other state and local governmental entities. • Plan allocating funds within OSP operations and expenditure projections focusing on cost efficiencies on a fiscal basis.

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5%	<p>Essential Functions (continued)</p> <ul style="list-style-type: none"> • Implement the State Printer's 4 Ps: People, Procurement, Production and Projections • People – Invest in our human resources to maximize better use of our intellectual assets. Cultivate a work culture with positive core values. • Oversee and manage the procurement of purchased goods and raw materials to lower overhead costs. • Production – improve and meet standards, monitor and develop quality control procedures for efficiencies, and keeping waste down. • Projection – do a better job of forecasting and meeting revenue goals. <p>MARGINAL FUNCTIONS</p> <p>Oversees all aspects and the activities of environmental compliance following appropriate policies and procedures:</p> <ul style="list-style-type: none"> • Serve as the OSP liaison with the Chief Facility Engineer and the Facilities Management Division supervisors in order to oversee facility engineering, grounds-keeping and custodian services. • Coordinate all facility repair projects. • Review procedures that require engineering analysis of printing production methods, processes and procedures. • Support areas of industrial engineering including areas involving electronic automation systems. • Support Green Compliance efforts in partnership with the Facilities Management Division. • Confer with attorneys, environmental consultants and environmental protection agencies when necessary. <p>Overtime may be required due to job requirements such as but not limited to office management needs.</p> <p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: All aspects of data processing, management techniques and methods, standard business practices; principles of accounting, printing technology; principles of inventory management and control; cost analysis and work simplification; principles of material and services procurement and control; principles of scheduling and production management; the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles and practices of policy formulation; techniques of organizing and motivating groups; principles of problem solving; the Department's Equal Employment Opportunity Program objectives; the manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.</p> <p>Ability to: Plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze policies, organization and procedures; integrate diverse activities to attain a common goal; establish effective review and control procedures; gain the support and confidence of top level management to promote cooperative working relationships; analyze complex problems and recommend solutions; prepare and review reports; communicate effectively both orally and in writing; and effectively contribute to the Department's equal employment opportunity objectives.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Ensures the success of the Department's Mission to "Deliver results by providing timely, cost-effective services and products that support our customers". • Promotes high quality customer service. • Promotes and adheres to the DGS Core Values of Integrity, Accountability, Communication, Excellence, Innovation and Teamwork. • Actively promotes safe practices and safety training. • Demonstrates a positive leadership role consistent with and conducive to the department's core values. • Promotes positive customer relations through interactions with executive staff in client agencies and the Legislature.

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	<ul style="list-style-type: none"> • Effectively communicates with all levels of management, DGS executive staff, Office of Legal Services, Office of Legislation, Office of Fiscal Services, and Office of Human Resources. • Promotes good morale and productivity practices with all levels of staff. Leads regular meetings with staff. <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Keeps abreast of important trends that impact the printing industry (technological, competitive, socio-economical, etc.); understands the position of the organization within a global context. • Creates and encourages an environment where all information, both positive and negative is welcome. • Challenges the status quo and champions new initiatives; acts as a catalyst for change and stimulates others to change; paves the way for needed changes; manages implementation effectively. • Maintains a clear vision for the printing business; keeps a long-term big picture view; foresees obstacles and opportunities. • Demonstrated ability to act independently as well as a demonstrated ability to follow management instructions, open-mindedness, flexibility, and tact. <p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> • Identifies and cultivates relations with key stakeholder representatives of a broad range of functions and levels; uses information and formal networks to accomplish tasks; builds strong external networks with people in the printing industry. • Secures consensus for ideas, interests, and resources necessary for the achievement of end objectives by influencing, convincing, persuading, and selling. • Communicates effectively, both orally and in writing. • Speaks clearly and expresses self well. • Possesses a demonstrated ability to coach, develop and motivate employees. • Interacts and communicates effectively with co-workers, Legislative staff and the public. • Work extra hours as needed to meet critical work deadlines. • Use of a personal computer with basic applications, i.e. Word, e-mail, Excel and working knowledge with Adobe, Logic, Internet and E-Commerce. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Work environment is that of a manufacturing/production operation. • There is exposure to equipment generating high sound levels, as well as fumes and chemicals related to the printing industry. • Accountable for providing quality customer service; and responsive in meeting the needs of the OSP. • Office environment, business dress, according to office environment. • Set a good example by consistently arriving at work on-time, and by being accountable for working a full 8-hour work day. • Arrive to scheduled meetings on-time, fully prepared, utilizing only the scheduled meeting time. • Be professional and an effective listener and be responsive to the needs of the OSP sections. • Be supportive of others and promote their personal growth. • Develop and maintain effective and cooperative working relationships. • Respond to inquiries timely and in accordance with DGS Expectations of Employees. • Must maintain control over temper, outlook, viewpoint and attitude with staff as well as management. • Work well under pressure, and the ability to handle stress and deadlines. <p>Safety: Follow all safety rules and procedures:</p> <ul style="list-style-type: none"> • Promote safe work practices by all employees. • Promote a safe working environment for all employees. • Ensure that staff is in compliance and follow HAZ/MAT/VOLATILE Organic Compounds guidelines in order to comply with Graphic Arts Rule 450 documentation.