

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-

011356-OSP

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of State Publishing	POSITION NUMBER (Agency - Unit - Class - Serial) 331-301-7327-XXX	
UNIT NAME AND CITY LOCATED Digital Print & Mailing, Evenings - Sacramento	CLASS TITLE Sheetfed Offset Press Operator III	
WORKING DAYS AND WORKING HOURS Monday through Friday 2:30 p.m. to 10:30 p.m.	SPECIFIC LOCATION ASSIGNED TO 1050 Richards Blvd, Sacramento, CA 95811	
PROPOSED INCUMBENT (If known) Sheetfed Offset Press Operator III	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 331-300-7324-003	
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 direction of an Associate Printing Plant Superintendent, the incumbent at the journey level in the Sheetfed Offset Press Operator series will perform skilled work (including four-color process) involved in maintaining and operating a sheetfed offset press; operate offset presses with two or more units including hybrid offset digital presses; dot-to-dot registration, reverses, large color solid, duo-tones, color trapping, and four-color process work; and do other related work.		
% 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. <i>(Use additional sheet if necessary)</i>	
25%	<p>The Department of General Services' (DGS) Core Values and Employee Expectations 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 employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.</p> <p>The performance of the duties will be accomplished in accordance with the guidelines of the Department of General Services (DGS), Office of State Publishing (OSP) operations manual directives of Government Code, CA Code of Regulations and the State Administrative Manual.</p> <p>SPECIAL REQUIREMENT <u>Medical Evaluation</u> This position requires Medical Evaluation clearance.</p> <p><u>Background Evaluation</u> This position requires Background Investigation clearance.</p> <p>ESSENTIAL FUNCTIONS</p> <p>In order to produce a quality printed product conforming to the mandates of the Legislature and at the request of state agencies such as Secretary of State, Franchise Tax Board and the Department of Motor Vehicles in accordance with OSP policy and procedures:</p> <p>Following the customer's requirements.</p> <ul style="list-style-type: none"> Operate a variety of presses by manual set-up and visual adjustments including hybrid offset/digital presses. Maintain print and paper register throughout job. Maintain water fountain solutions (chemistry) sets, and adjust the water rollers to ensure uniform dampening. Set and maintain a properly adjusted inking system. Operate 29" to 40" offset presses from feed board to delivery system. 	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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"> • Install, monitor and maintain printing plates and blankets. • Distinguish color, shades, tints and density variations to produce a quality product. • Minimize paper problems by identifying defects. • Keep waste to a minimum. • Preventive Maintenance: grease and oil press and related equipment. • Report major repairs that are needed. • Perform manufacturer recommended maintenance. • Participate in scheduled training. • Participate in training other appropriate classifications for upward mobility.
25%	<p>In order to assure the ongoing quality of the printed product and customer satisfaction, per OSP procedures and the customer's contract:</p> <ul style="list-style-type: none"> • Check printed product for correct color and consistency (too much or not enough ink, water/ink summing, ink set off position of printed image, broken/missing/smudged image, wrinkles, etc.). • Review and analyze printing ink/paper/equipment relationships to identify printing problems and make adjustments and/or corrections in a timely manner.
25%	<p>In order for the press to be changed from one job to the next following prescribed OSP procedures:</p> <ul style="list-style-type: none"> • Responsible for a series of (press make ready) operations using manual set-up and visual oversight. • Install and properly pack printing offset transfer blankets and plates. • Install and properly set ink and water rollers. • Fill ink reservoirs as needed. • Wash up printing units as needed for color changes. • Set up and adjust the feeder board. • Set up and maintain proper air and suction. • Setup and maintain sheeter delivery. • Mix and adjust fountain solutions (chemistry). • Install/adjust printing transfer plates and blankets to obtain images that fit properly. • Distinguish colors, shades and tints to meet the customer's desired color. • Determine if image is positioned correctly to obtain desired finished results.
15%	<p>In order to verify that the printed product meets the job ticket/customer instructions, and is on time and within budget review following required OSP procedures:</p> <ul style="list-style-type: none"> • Review and analyze Job Orders (tickets). • Verify that the information meets the customer and equipment specifications. • Review the printed product for accurate measurements. • Ensure all supplies and materials which will be needed for the press jobs are readily available before pursuing the next job. • Keep efficiency at a maximum by looking ahead to foresee any future problems that might occur. • Prepare the press team and work area for end of shift hand-off. • Communicate with incoming shift regarding any press or printing concerns, and maintain good housekeeping procedures.
5%	<p>In order that printing production is maintained as scheduled per OSP requirements:</p> <ul style="list-style-type: none"> • Ensure that production logs and Print II data (communication between the shifts) are filled out and completed accurately. • Ensure that there are containers for waste collection; and the labeling of containers is accurate. • Initiate action to have full containers removed. • Maintain spill cleanup materials and appropriate safety equipment in waste accumulation area; keeping waste area clean and orderly.

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5%	<p>MARGINAL FUNCTIONS</p> <p>The incumbent may be required to perform these duties when necessary or directed by the supervisor:</p> <ul style="list-style-type: none"> • Mix and match inks and additives using a scale and math equation for ink formulas in accordance with OSP guidelines and procedures. • Walk 100 feet carrying ink buckets exerting up to 50 pounds of force. • Operate forklift and roll clamp lift. <p>Overtime may be required due to job requirements such as but not limited to the Governor's Budget, the Legislature and contractual client obligations during peak period workloads.</p> <p>KNOWLEDGE AND ABILITIES Knowledge of: Sheetfed Offset Press Operator I Knowledge of: Basic lithography; single unit press and its functions including delivery systems, dampening system, feeding system, inking system, and printing system; basic printing process (e.g., electrostatic, photochemical, and produced image); pre-press (imaging) and finishing processes; printing instruments and tools; use and care of blankets, rollers, and offset plates and their installations on presses; types of fountain solutions on sheetfed presses using a lithograph process; safety requirements applied in the operation of printing equipment and industrial workplace safety practices. - Printing solvents and additives; print stock weights, textures, and finishes; types and uses of printing inks. - Multicolor sheetfed press; color and register control systems; four-color process work; types and uses of spot varnishes.</p> <p>Ability to: Perform basic math calculations; take accurate measurements needed for effective job performance; perform mechanical tasks needed to operate equipment; communicate effectively; follow oral and written instructions to assure quality and quantity of production; make minor mechanical adjustments and repairs; maintain proper fountain solutions; maintain satisfactory personal relations with other workers; willingness to work under noisy conditions; willingness to work various shifts; understand and follow basic safety and environmental regulations and practices; stand for long periods of time; move and/or lift up to 50 pounds. -Operate a multiunit press; operate an envelope press; maintain registration between printing units; mix and match colors; produce a printing plate; may shoot and lay out negatives and half-tones. -Operate a small sheetfed offset presses including perfecting units and powdering units; perform four-color process printing; dot-to-dot registration; trap colors; spot varnish; print large solids; pack the blanket and/or plate cylinder to register colors between units; print duotones and full reverses; convert from single-sided to two-sided printing and return.</p> <p>ADDITIONAL DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Education equivalent to completion of the twelfth grade. <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Flexibility to adapt to changing work priorities. • Work in a noisy environ; willingness to work nights and overtime. • Interact effectively and courteously with all levels of personnel, customers, vendors, and other parties. • Vision sufficient to perform the essential functions of the job. <p>DESIRABLE QUALIFICATIONS Special Personal Characteristics</p> <ul style="list-style-type: none"> • Overtime is required on a fairly frequent basis (daily, weekends, and holidays). • Basic understanding of digital workflows; color theory, understanding the basics of pre-press and color adjustments using curves. • Procedure oriented and methodical. • Must have an affinity for detail and quality control.

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	<p>Special Personal Characteristics (continued)</p> <ul style="list-style-type: none"> • Mechanical aptitude and skills to perform technical adjustments and maintenance of the digital press. • Analytical approach to problem solving. • Ability to conduct tests and inspections to evaluate quality and performance. <p>Interpersonal Skills</p> <ul style="list-style-type: none"> • The ability to work as a team member with co-workers and management. • Required to read and write English and perform and communicate using basic printing math calculations. • Understand and follow DGS, OSP office rules, policies, procedures and regulations. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <p>Work Expectations:</p> <ul style="list-style-type: none"> • Must be able to maintain performance. • Be at your respective workstation ready for work at the starting time of your shift. • Return on time to your respective work station ready to work after breaks and lunch. • Can require working any of the three shifts (day, evening or night) when requested by the OSP supervisor. • Required to work in a large and dusty industrial facility. • Occasionally perform fine hand manipulation of small components and controls. • Occasionally require heavy hand manipulation. • Ability to identify and distinguish colors. <p>Physical Abilities:</p> <ul style="list-style-type: none"> • Ability to stand, walk, climbs, pull, bend and stooping. • Exert up to 50 pounds of force frequently to move pressroom supplies. <p>Mental Abilities:</p> <ul style="list-style-type: none"> • Requires working in potentially stressful conditions and deadlines. <p>Safety:</p> <ul style="list-style-type: none"> • Follow all OSP safety rules and procedures. • Promote safe work practices by all employees. • Promote a safe working environment for all employees. • Incumbent will follow HAZMAT/Volatile Organic Compounds guidelines in order to comply with Graphic Arts Rule 450 documentation. • Do not attempt to operate equipment, use materials or perform a new task until the associated safety hazards and methods have been explained to you. • Never alter or modify original tools or equipment. Make sure you know how to properly use and maintain any required protective equipment and always use when required. • Keep your work area organized and as clean as possible maintaining good housekeeping procedures at all times. • If you see a safety hazard, inform your co-workers, and notify your supervisor immediately. Clean up liquid or material non-hazardous spills immediately after placing the appropriate signs in all approaching walkways until the area is hazard-free. • Report "close calls" or "near misses" to your supervisor; close calls and near misses are accidents that almost injure someone including you.