

**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-

**011358-OSP**

EFFECTIVE DATE:

<b>DGS OFFICE OR CLIENT AGENCY</b> Office of State Publishing	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b>
<b>UNIT NAME AND CITY LOCATED</b> Legislative Bill Room - Sacramento	<b>CLASS TITLE</b> Digital Print Operator II – Limited Term 24 months
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8:00 a.m. to 5:00 p.m.	<b>SPECIFIC LOCATION ASSIGNED TO</b> 1303 10 <sup>th</sup> Street, Room B-32, Sacramento, CA 95814
<b>PROPOSED INCUMBENT (If known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 331-900-1412-906

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 direction of an SSM I, the Digital Print Operator II, full journey level, perform complex duties related to the reproduction and assembly of printed material using high speed digital and optical printing devices. The incumbent is required to manipulate customer's files to meet production standards output to digital files.

**% 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>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 policies and procedures, Federal and State laws, Legislative processes, customer based needs, rules and regulations regarding health and safety under the California Occupational Safety and Health Administration (CalOSHA), California Department of Motor Vehicles Driver's handbook rules and regulations and all other health and safety regulated industry standards.</p> <p><b>SPECIAL REQUIREMENT</b> <u>Medical Evaluation</u> This position requires Medical Evaluation clearance.</p> <p><u>Background Evaluation</u> This position requires Background Investigation clearance.</p> <p><b>ESSENTIAL FUNCTIONS</b> In order to operate and maintain high speed digital and finishing equipment on-line and off-line to meet customer's specifications following OSP procedures:</p> <ul style="list-style-type: none"> <li>Verify that the information will exactly meet the job requirements by reading and interpreting Job Order (ticket) instructions.</li> <li>Operate and maintain high-speed black and white digital printers and high-end digital color press by following prescribed OSP procedures.</li> </ul>
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**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

<b>SUPERVISOR'S NAME (Print)</b> Lily Hitomi	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
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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.

<b>EMPLOYEE'S NAME (Print)</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
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	<p><b>ESSENTIAL FUNCTIONS (continued)</b></p> <ul style="list-style-type: none"> <li>• Set-up, operate and maintain Perfect Bind, Duplo Booklet Maker equipment; operate and maintain folding and cutting equipment, Comb Bind, Tape Bind, Drill, Stitcher, Shrink Wrap.</li> </ul>
35%	<p>In order to assure ongoing product quality following OSP guidelines and industry standards:</p> <ul style="list-style-type: none"> <li>• Maintain the digital printing equipment by being responsible for making the proper adjustments including daily color calibration.</li> <li>• Perform preventive maintenance and minor repair; make service calls on all digital print equipment.</li> <li>• Record all activity on equipment by maintaining a Service Log.</li> </ul>
10%	<p>In order to appropriately print the job following published guidelines and industry standards:</p> <ul style="list-style-type: none"> <li>• Utilize document make-ready software.</li> <li>• Scan the customer's hard copy by utilizing the software.</li> <li>• Print the job by manipulating the documents to create digital files, impose, and create electronic Job Tickets and program for job materials needed.</li> <li>• Drop PDF files from the web to a secure thumb drive.</li> <li>• Upload the PDF files to the appropriate preformatted folders on the digital print equipment to print the job.</li> <li>• Prepare files for digital printing by retrieving digital files from various servers, also from File Transfer Protocol (FTP), e-mail, and customer disks.</li> </ul>
5%	<p>In order to fulfill accounting and retail functions:</p> <ul style="list-style-type: none"> <li>• Retrieve customer orders via fax, e-mail, phone and mail.</li> <li>• Physically check inventory. If an item is out of stock, refill inventory by running on digital printer.</li> <li>• Determine whether the customer is entitled to the items for free under Legislative Jt. Rule 13.</li> <li>• Ring order to point of sale system (POS) making sure to follow all rules regarding point of sale.</li> <li>• Fill all mail requests.</li> </ul>
5%	<p>In order to maintain office supplies, equipment and inventory:</p> <ul style="list-style-type: none"> <li>• Ensure that all office supplies are maintained. When inventory is low, replenish office supplies by filling out a plant requisition form. If items need to be ordered, inform the lead analyst who will place an order.</li> <li>• Maintain supplies for all office equipment, i.e., toner, drums, paper and register tape.</li> <li>• Maintain supply of all Legislative bills. Print more copies when inventory is below the threshold. This involves approximately 6,000 different bills. If a bill is too large to be printed on Bill Room equipment informs the lead analyst who will request a reprint of the bill.</li> <li>• Troubleshoot problems with office equipment, i.e., fax, copier, drill, cutter and digital print equipment.</li> </ul>
5%	<p>In order to fill customer orders and maintain inventory:</p> <ul style="list-style-type: none"> <li>• Deliver and pickup items from our main office, by driving our State electrical vehicle.</li> <li>• Make sure the vehicle is maintained and ready to go at all times.</li> <li>• The vehicle is located in a State parking facility from which it is retrieved and left when not needed.</li> </ul>
5%	<p><b>MARGINAL FUNCTIONS</b></p> <p>Update material and time utilizing manuals, Logic and Project Accounting and Leave (PAL) software applications in order to accurately record production according to OSP requirements.</p> <p>Fill out and complete information on Equipment Downtime Logs and Job Progress Logs in order to keep equipment information up to date as required by OSP.</p> <p>Train and share information with staff using job experience in order to maintain production and service levels according to OSP unit procedures.</p> <p>On occasion provide phone support by answering office phones. Answering questions regarding the Legislative process. Taking orders over the phone. Direct the public to the appropriate office if the request is not handled by our office.</p>

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	<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><b>KNOWLEDGE AND ABILITIES</b></p> <p><b>Knowledge of:</b> Principles and procedures used to operate high-speed or digital print equipment; papers and tools used in high-speed print duplication; record-keeping practices, supply inventory, and requisition processes; basic electronics and computer commands used to operate digital print equipment; safety requirements applied in the operation of large equipment; industrial workplace safety practices. - Computer operation principles and processes used to operate digital print equipment; principles and techniques used to modify digital print images and products.</p> <p><b>Ability to:</b> Operate digital print equipment; perform minor repairs; prepare job for shipment; follow oral and written instructions used to complete printing jobs; organize, prioritize, schedule, and structure multiple work tasks in order to optimize efficient use of print capabilities; identify minor problems with print jobs or equipment and make corrections; take measurements using fractions and apply basic mathematical functions (addition, subtraction, multiplication and division); set up and operate various types of finishing equipment including hydraulic drills, cutters, heavy-duty stitchers, and comb binding machines; interact effectively and courteously with all levels of personnel, customers, vendors and other parties; move and/or lift up to 50 pounds; stand for long periods of time. - Retrieve and save electronic files; electronically manipulate printing files and jobs including sizing, cropping, masking, rotating images, shading, watermarks, stretching, merging from merged files, and mail merging; electronically manipulate colors learn new software application programs..</p> <p><b>SPECIAL CHARACTERISTICS</b></p> <ul style="list-style-type: none"> <li>• Flexibility to adapt to changing work priorities; willingness to work in a noisy environment; and willingness to work nights and overtime.</li> <li>• May require color vision sufficient to perform essential functions of jobs involving color printing.</li> </ul> <p><b>ADDITIONAL DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Graduation from high school or its equivalent.</li> <li>• Knowledge of more than one software application program.</li> <li>• Ability to perform basic typing tasks.</li> </ul> <p><b>DESIRABLE QUALIFICATIONS</b></p> <p><b>Special Personal Characteristics</b></p> <ul style="list-style-type: none"> <li>• Possess and maintain a valid CA Driver's License, Class C.</li> <li>• Demonstrate ability to act independently, open-mindedness, flexibility and tact. Possess characteristics commensurate with the Department's core values.</li> <li>• Can require overtime on a frequent basis (daily, weekends and holidays) consistent with Unit 14 M.O.U.</li> <li>• Demonstrate good organization and time management skills and the ability to prioritize multiple tasks and meet deadlines.</li> <li>• Internet and IT knowledge and experience.</li> <li>• Travel between three office locations.</li> <li>• Good customer service skills.</li> <li>• Working with digital print equipment.</li> <li>• Punctual, reliable and dependable.</li> <li>• Able to work as part of a team.</li> <li>• Demonstrate an interest in assuming increasing responsibility.</li> <li>• Ability to handle telephone calls professionally and with good judgment.</li> <li>• Handle matters with discretion.</li> <li>• Adaptable to change.</li> <li>• Ability to handle difficult people.</li> <li>• Display a positive attitude.</li> </ul>

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	<p><b>WORK ENVIRONMENT, PHYSICAL AND MENTAL ABILITIES</b></p> <p><b>Work Expectations:</b></p> <ul style="list-style-type: none"> <li>• Promote and is accountable for customer satisfaction to internal and external clients.</li> <li>• Proficient with a computer and related software programs such as Microsoft Word and Excel, PAL and POS system.</li> <li>• Arrive to work on time and is fully accountable for working an 8-hour work day.</li> </ul> <p><b>Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Demonstrates reliability in attendance.</li> <li>• Ability to work all shifts (days, evenings or nights) weekends, holidays and overtime.</li> <li>• Efficiency, conscientiousness and professionalism.</li> <li>• Appropriate dress according to office environment.</li> <li>• Maintain an organized work area including storage of equipment, supplies and personal belongings.</li> <li>• Must have mental alertness and use tact when communicating with clients and OSP staff.</li> <li>• Promote teamwork and be proficient as a team member with all OSP units.</li> <li>• Communication skills; speak and writer in a clear and concise manner.</li> <li>• Work efficiently and effectively as well as cooperatively with all staff.</li> <li>• Understand and comply with OSP, DGS and unit office rules, policies, and procedures at all times.</li> <li>• Understand written and verbal instructions and communication.</li> </ul> <p><b>Physical Abilities:</b></p> <ul style="list-style-type: none"> <li>• Stand while performing the duties of the position.</li> <li>• Frequent use of a personal computer at a work station.</li> <li>• Medium strength required to exert up to 50 pounds of force frequently to move objects.</li> <li>• Requires working in a large, noisy and dusty industrial facility.</li> </ul> <p><b>Mental Abilities:</b></p> <ul style="list-style-type: none"> <li>• Work well under pressure.</li> <li>• Ability to effectively handle stress and deadlines.</li> </ul> <p><b>Safety:</b>  Follow all OSP safety rules and procedures:  Promote safe work practices by all employees.  Promote a safe working environment for all employees.</p> <ul style="list-style-type: none"> <li>• Do not attempt to operate equipment, use materials or perform a new task until the associated safety hazards and methods to protect yourself have been explained to you.</li> <li>• Never attempt to operate or use malfunctioning tools or equipment, and never attempt to use a tool that is not designed to perform the task you need to do.</li> <li>• Never alter or modify original tools or equipment.</li> <li>• Make sure you know how to properly use and take care of any required protective equipment and always use your equipment when it is required.</li> <li>• Keep your work area organized and as clean as possible.</li> <li>• If you see a safety hazard, inform your co-workers and notify your supervisor immediately; "close calls" and "near misses" are accidents that almost injure someone including you.</li> </ul>