

**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-  
**11962-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> Electronic Prepress – Sacramento - Evenings	<b>CLASS TITLE</b> Digital Composition Specialist II
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 2:30 p.m. to 10:30 p.m.	<b>SPECIFIC LOCATION ASSIGNED TO</b> 344 North 7 <sup>th</sup> Street, Sacramento, CA 95811
<b>PROPOSED INCUMBENT (If known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 331-201-7256-002

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 Associate Printing Plant Superintendent (APPS), the Digital Composition Specialist II (DCS II) will routinely perform complex work utilizing the full range of equipment and software applications; maintain high-tech equipment, when necessary; troubleshoot software/hardware problems.

**% 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)*

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 these duties will be accomplished in accordance with the guidelines of the Department of General Services (DGS), the Office of State Publishing (OSP) policies and procedures and published directives within the Government Code.</p> <p>The DCS II is the journey level for the series and will have a greater responsibility in the handling of complex digital and print publications and show, by extended knowledge, their experience in planning and preparing electronic files.</p> <p><b>SPECIAL REQUIREMENT</b> <b><u>Background Evaluation</u></b> This position requires Background Investigation clearance.</p> <p><b>ESSENTIAL FUNCTIONS</b> In order to preflight job files and complete a preflight report following OSP guidelines and procedures:</p> <ul style="list-style-type: none"> <li>Produce sample laser proofs that are sent back with the job to the planner/customer service representative analyzing all aspects of a job for potential problems/reasons why a job may fail in the production process.</li> <li>Alleviate any potential problems that might interfere with the production schedule by contacting the customer.</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>	<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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25%	<p><b>Essential Functions (continued)</b></p> <p>Prepare, read, interpret and apply job specifications from job tickets, preflight and job progress reports, imposition diagrams, e-mail and press requirements for complex work (one-to six-color work, vector and continuous-tone graphics, grayscale, multi/process color and trapping requirements) from copy, files retrieved from the Internet or digital media, utilizing a variety of typesetting, page layout, graphic, image manipulation but not limited to Dielines and scanning software operating on multiple computer platforms in order to prepare and/or create digital files for all types of printed and digital publications according to OSP procedures.</p>
20%	<p>In order to verify compliance following OSP procedures:</p> <ul style="list-style-type: none"> <li>• Prepare and output color or black and white laser proofs of digital files and/or re-purpose digital files for remote viewing/proofing by the client.</li> <li>• Verify compliance with OSP job specifications, state guidelines and customer requests by preparing and verifying contract and improof proofs.</li> </ul>
10%	<p>Consult with customers, management, production staff, planners, customer service representatives and vendor via e-mail, meetings, telephone, manual logs, state forms and documents required in the course of business, as well as in person, in order to clarify job ticket/specifications, design/layout issues and deadlines for production of a defined final product in accordance with customer specifications and OSP policy and regulations. Make sure to resolve all questions before beginning job, and during the production with OSP staff as needed.</p>
10%	<p>After printing and bindery are complete utilize post-flight to archive job files in order to retrieve the job files later for reprinting with or without changes according to the OSP office policies.</p> <p>Post-flight is the process of ensuring that all files are complete and together before being archived and deleted from online server storage and to provide for retrieval and revisions at a later time.</p>
	<p><b>MARGINAL FUNCTIONS</b></p> <p>10% In order to assist as a copy holder or proofreader following OSP guidelines:</p> <ul style="list-style-type: none"> <li>• Ensuring quality control and error-free publications by personal review.</li> <li>• Understand and apply proofreading marks accurately for making corrections to jobs with a minimum number of proofreading cycles.</li> </ul> <p>In order to maintain hardware, including but not limited to, DVD and CD duplicating equipment following industry standards:</p> <ul style="list-style-type: none"> <li>• Provide consistently burned and printed CD/DVD disks at all times.</li> <li>• Perform intermediate programming of portable document files (PDF) aiding the user to complete required forms for submission to client agencies and/or other governmental entities; includes cross-linking of PDF files in table of contents, index pages and text pages.</li> </ul> <p>In order to navigate the Internet and Intranet utilizing a web browser following OSP established practice:</p> <ul style="list-style-type: none"> <li>• Retrieve files from a client's Web or File Transfer Protocol (FTP) site by understanding the process of downloading files for further processing into laser proofs, other proofs and/or plates.</li> <li>• Improve production techniques with computer technology enhancements by continuing to update OSP press and bindery specifications and lithographic principles.</li> <li>• Apply essential skills and process advancements as they pertain to the printing industry.</li> <li>• Record accurate job information, materials usage and timekeeping.</li> <li>• Provide accurate records for billing purposes, production tracking and reporting purposes by using computer applications such as Acrobat, Win Track, Excel, Storeroom Inventory System (SRIS), Outlook and STAR.</li> <li>• When required, assist as backup Platemaker.</li> </ul> <p>Overtime may be required due to job requirements such as but not limited to the Governor's Budget, the Legislature and contractual client obligation during peak period work loads.</p>

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	<p><b>KNOWLEDGE AND ABILITIES</b></p> <p><b>Knowledge of:</b>  Proper punctuation, spelling, and grammar; basic printing typography including fonts, point sizes, and spacing; page layout software; computer operating systems; basic printing and publishing terminology; proper equipment maintenance; page design, basic mathematical computations; basic principles, capabilities, and operation of computer systems; inks, paper, and other material used in publication manufacturing processes; preparation of materials to be used in publishing.  - Methods, equipment, and materials used in form design and layout techniques, composition, offset printing, and electronic publishing; color theory; color separation and imposition; computer networks.</p> <p><b>Ability to:</b> Communicate effectively; learn and apply office policies, rules, regulations, and procedures; follow oral and written directions; use specialized software applications in the composition of various publications; convert and transmit electronic files; respond to multiple work priorities.  - Independently plan, typeset, and prepare copy for publication; prepare files for imaging; identify software hardware problems associated with the creation and production of text and graphics; interpret job specifications; select and apply page imposition; maintain output devices and may calibrate if necessary; create files suitable for electronic publishing; create digital proofs for client approval; train other staff on software application and development of forms and publications; consult with customers on proper file preparation for the publication process; analyze critical and problematic situations and make recommendations for appropriate action</p> <p><b>SPECIAL PERSONAL CHARACTERISTICS</b></p> <ul style="list-style-type: none"> <li>• Willingness to work at night and overtime.</li> <li>• Color vision sufficient to perform the essential functions of the job.</li> <li>• Work as a member of a team.</li> <li>• Work cooperatively and interact courteously with all levels of staff, customers, vendors, and other parties.</li> <li>• Take production direction and delegation from DCS III Lead or Project Manager.</li> </ul> <p><b>DESIRABLE QUALIFICATIONS</b></p> <p><b>Special Personal Characteristics</b></p> <ul style="list-style-type: none"> <li>• The ability to perform basic maintenance on file servers; retrieve and archive digital files; analyze software/hardware problems and assist technical staff to resolve; apply procedures as directed to maintain file integrity and version control.</li> <li>• The ability to perform complex work utilizing imaging software and a variety of equipment to image basic page imposition for final output to meet client specifications.</li> </ul> <p><b>Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>• Work independently, or as a team member.</li> <li>• Communication skills, both oral and written.</li> <li>• Be able to follow written and oral directions.</li> <li>• Ability to take direction and delegation from DCS III Lead or Project Manager.</li> <li>• Understand and follow DGS and OSP rules, policies and procedures at all times.</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <p><b>Work Expectations:</b></p> <ul style="list-style-type: none"> <li>• The ability to research new and updated software and hardware relative to current industry trends and make recommendations for use.</li> <li>• Efficiency, conscientiousness and professionalism.</li> <li>• Daily use of a phone, fax, copiers and general office equipment.</li> <li>• Ability to work all shifts (days, evenings or nights) weekends, holidays.</li> <li>• Maintain an organized work area including storage of equipment, supplies and personal belongings.</li> <li>• Be at your respective workstation ready for work at the starting time of your shift.</li> <li>• Appropriate dress according to office environment.</li> <li>• Requires working in a noisy and dusty industrial facility.</li> </ul>

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	<p><b>Physical Abilities:</b></p> <ul style="list-style-type: none"> <li>• Frequent use of a computer and related software applications at a work station.</li> <li>• Ability to identify and distinguish colors.</li> </ul> <p><b>Mental Abilities:</b></p> <ul style="list-style-type: none"> <li>• Requires ability to effectively handle stress and deadlines.</li> </ul> <p><b>Safety:</b> Follow all OSP safety rules and procedures:</p> <ul style="list-style-type: none"> <li>• Promote safe work practices by all employees.</li> <li>• Promote a safe working environment for all employees.</li> <li>• Incumbent will follow HAZMAT/Volatile Organic Compounds guidelines in order to comply with Graphic Arts Rule 450 documentation.</li> <li>• 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.</li> <li>• Never attempt to operate or use malfunctioning tools or equipment, or use a tool that is not designed to perform the task. Never alter or modify original tools or equipment.</li> <li>• Make sure you know how to properly use and maintain any required protective equipment and always use when required.</li> <li>• Keeping your work area organized and clean; maintaining housekeeping procedures at all times.</li> <li>• 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 sign in all approaching walkways until the area is hazard-free.</li> <li>• Report “close calls” or “near misses” to your supervisor; close calls and near misses are accidents that almost injure someone including you.</li> </ul>