

**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-

**11218 - 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> Pressroom - Sacramento – Evenings	<b>CLASS TITLE</b> Associate Printing Plant Superintendent
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 2:25 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> 307-300-7222-003

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 the direction, and assisting a Printing Plant Superintendent, the Associate Printing Plant Superintendent is responsible for a production department by directing the press functions and supervising employees within the Pressroom on a night or evening shift.

**% 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><b>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.</b></p> <p>The duties will be accomplished in accordance with guidelines of the Department of General Services (DGS), Office of State Publishing (OSP) policies, procedures and regulations and the following published directives within the State statutory, policy and procedural requirements: State Administrative Manual (SAM), Government Code, Management Policy, Administrative OSP memos, Memorandum of Understanding (MOU), Corrective Interview and Substance Abuse Program booklets.</p> <p><b>ESSENTIAL FUNCTIONS</b></p> <p>In order to ensure an efficient, quality and timely product following OSP Pressroom policies:</p> <ul style="list-style-type: none"> <li>Effectively supervising a staff in the daily operations of the Pressroom Unit</li> <li>Attend daily production meetings held twice a day for the scheduling of jobs</li> <li>Plan and schedule subordinate's labor, raw materials, and equipment to meet production requirements</li> <li>Attend management meetings and implement management's directives</li> </ul>
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**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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25%	<ul style="list-style-type: none"> <li>• Supervise and direct the operation of labor and make periodic inspections on an hourly basis, by reviewing/comparing the printed product with the job ticket and the customer approved proof/sample; use of a color densitometer to measure color strength, PMS color matching book to match color shades, ruler to measure the size of the product, magnifiers to see halftone/screen notes, and micrometers to measure the thickness of the product</li> <li>• Communicate with staff in person or via cellular telephone, 2-way radio, or other electronic devices, and taking appropriate action in response to service needs</li> <li>• Maintain production and quality standards, to meet customer's expectations to produce a quality product on time, meet production standards and the estimated job cost</li> <li>• Coach the staff, reviewing performance by comparing their quality and output of the job ticket/estimated time to produce jobs using the Logic production reports and PAL</li> <li>• Order supplies and equipment, by reviewing job tickets and the Logic system to order ink, and paper</li> <li>• Prepare reports to purchase equipment &amp; supplies, using the OSP plant requisition form</li> <li>• Direct support staff in maintaining inventory levels of ink, paper, boxes, parts and supplies for the presses</li> <li>• Meet with vendors to evaluate new equipment and supplies</li> <li>• Guide management and staff in resolving conflicts and/or issues (e.g. work environment, employee working relationships, etc.) by consulting with entities (i.e. Training Performance Enhancement Services Unit, etc.) and utilizing various resources as needed</li> <li>• Provide accurate reporting to the Office of Fiscal Services for the billing of services for clients through the use of the Project Accounting &amp; Leave (PAL) system in accordance with DGS policies and guidelines, MOU provisions and SPB or DPA laws and rules</li> </ul> <p>In order to maintain a safe and healthful environment for the benefit of all employees and the public, under direction of the Printing Plant Superintendent and OSP Environmental Safety and Health Unit; complying with laws and regulations, the Occupational Safety and Health Administration (OSHA), Safety Training (AB 2189), Injury and Illness Prevention Program (IIPP and SB 298), Workers' Compensation (Title 8 and SB 198), Federal, State and local regulations, by promoting the health and safety programs as follows:</p> <ul style="list-style-type: none"> <li>• Attend training in the handling of hazardous materials and use of environmental safeguards</li> <li>• Participate in updating IIPP plans and records by completing reports and coordinating with the designated Branch coordinator</li> <li>• Participate in and/or lead team in executing the plans for Emergency Response, Disaster Recovery and Business Resumption, and Hazardous Materials and Waste Manifest</li> <li>• Ensure hazardous materials and hazardous wastes are managed</li> <li>• Oversee the acquisition of containers for waste collection; place waste into proper containers; label waste containers; keep waste accumulation area clean and orderly; maintain sufficient quantities of spill cleanup materials in the waste accumulation area or close by; maintain appropriate safety equipment nearby and in good condition; initiate action to have full waste containers removed from the area</li> </ul>
15%	<p>In order to effectively supervise, direct and develop staff in accordance with CalHR and the State Personnel Board (SPB) laws and rules, Bargaining Unit Agreements guidelines, DGS policies and guidelines and the Department's Equal Employment Opportunity goals, the incumbent will:</p> <ul style="list-style-type: none"> <li>• Advise employees regarding various personnel programs and policies/procedures regarding various subjects, including but not limited to, Employee Assistance Program, Family Medical Leave Act, and policies regarding sexual harassment, workplace violence, and discrimination</li> <li>• Approve/disapprove Merit Salary Adjustments and alternate ranges changes</li> <li>• Prepare probation reports and Individual Development Plans (IDP)</li> <li>• Identify performance expectations utilizing probationary reports and/or IDPs and convey expectations to employees via written and verbal communication/direction</li> <li>• Provide training opportunities for staff in all skills necessary to perform assigned tasks effectively and efficiently. Provide staff development, coaching and mentoring</li> <li>• Encourage staff participation in departmental training for upward mobility and career development purposes</li> <li>• Administer the Constructive Intervention Process by following established guidelines and coordinating with the Constructive Intervention Unit</li> </ul>

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	<ul style="list-style-type: none"> <li>• Participate in the recruitment and hiring process for section vacancies following the department's hiring process per the Personnel Operations Manual procedures including but not limited to: develop screening and selection criteria, review and screen applications, conduct interviews, make a selection, verify eligibility and reference check, secure departmental approvals, make job offer and secure appropriate medical clearances/pre-hiring requirements (documents), and determine proposed start date</li> <li>• Provide input to create and/or revise duty statements by working with the Personnel Liaison to insure duties are accurately depicted</li> <li>• Provide an injured employee with the Employee's Claim For Worker's Compensation Benefits (SCIF 3301) and completes the SCIF Occupational Injury Report (SCIF 3067)</li> <li>• Apply supervisory principles and requirements, obtaining guidance from management as needed to make critical decisions</li> </ul>
10%	<p>In order to disseminate the provisions for management providing collective bargaining agreement information to subordinate staff:</p> <ul style="list-style-type: none"> <li>• Interpret and administer provisions of collective bargaining agreements in the course of supervising represented employees by reviewing and analyzing manuals, policies, regulatory requirements, proposed legislation, etc. and determining the impact on unit operations and staff utilizing various resources (e.g. collective bargaining contracts, Labor Relations/Employee Relations Officer, Department of Personnel Administration, etc.) on as needed basis</li> <li>• Provide guidance to managers and supervisors by following the steps of constructive intervention</li> <li>• Resolve personnel matters, implement adverse actions by following up on merit issue complaints submitted by employees</li> </ul>
10%	<p>In order to follow Procurement Division, SAM, DGS and OSP guidelines and industry standards to maintain supply products, tools and equipment inventories:</p> <ul style="list-style-type: none"> <li>• Determine supply, product, tool and equipment needs following the system specifications</li> <li>• Gather prices and makes comparisons using catalogs, the Internet, and vendor and supplier prices and estimates</li> <li>• Recommend appropriate purchases according to comparisons</li> <li>• Assign staff or personally perform weekly inventory by doing a visual shelf count</li> <li>• Record inventory count in Microsoft Office and/or Logic database</li> </ul>
5%	<p><b>MARGINAL FUNCTIONS</b></p> <p>The Associate Printing Plant Superintendent will assume the duties of the Printing Plant Superintendent in his or her absence and coordinate all three shifts in order to keep the Pressroom functioning properly following DGS and OSP policy and procedures. Support duties include:</p> <ul style="list-style-type: none"> <li>• Answering correspondence</li> <li>• Approving invoices</li> <li>• Occasionally operating the forklift</li> </ul>
	<p><b>KNOWLEDGE AND ABILITIES</b></p> <p><b>Knowledge of:</b></p> <p>Methods, materials, tools and equipment used in a large printing plant production operation; maintenance procedures required in the production operation; safety practices; principles and techniques of effective supervision; the department's Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives; and labor relations principles and policies.</p> <p><b>Ability to:</b></p> <p>Read and write English at a level required for successful job performance; plan and supervise the work of others; estimate time required to complete jobs; establish and maintain quality controls; analyze situations accurately and take effective action; administer labor management contracts; keep records and prepare reports; and effectively contribute to the department's equal employment opportunity objectives.</p>

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	<p><b>DESIRABLE QUALIFICATIONS</b></p> <p><b>Special Personal Characteristics</b></p> <ul style="list-style-type: none"> <li>• Knowledge of various computer software programs, word processing programs, e-mail and spreadsheet programs</li> <li>• Ability to work daily overtime which includes weekends and holidays as necessary</li> </ul> <p><b>Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>• Work independently, or work cooperatively as a member of a team.</li> <li>• Communicate in a clear concise manner, verbally and in writing.</li> <li>• Will need to communicate with staff in a noisy and dusty production environment.</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 perform multi-tasks</li> <li>• Ability to make sound rational judgments and decisions</li> <li>• Demonstrates reliability in attendance</li> <li>• Demonstrate honesty, loyalty, empathy, confidentiality and tact when interacting with supervisors, peers and staff</li> <li>• The ability to work on various shifts (days, evenings and/or nights)</li> <li>• Appropriate dress according to work environment</li> <li>• Maintain a clean and organized work area</li> <li>• 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 work loads</li> </ul> <p><b>Work Expectations (continued)</b></p> <p><b>Physical Abilities:</b></p> <ul style="list-style-type: none"> <li>• Frequent use of a personal computer, keyboard and monitor at a work station</li> <li>• Exposure to chemicals used in a printing production environment</li> <li>• Able to perceive the nature of and make discriminations in sound</li> <li>• Clarity of vision, depth perception and the ability to identify and distinguish colors</li> <li>• Ability to physically move around the production area to supervise work</li> </ul> <p><b>Mental Abilities:</b></p> <ul style="list-style-type: none"> <li>• Ability to handle stress and deadlines</li> </ul> <p><b>Safety:</b></p> <p>Follow all OSP safety rules and procedures. Promote safe work practices and a safe working environment for all employees.</p> <ul style="list-style-type: none"> <li>• Incumbent will follow HAZ/MAT/Volatile Organic compounds guidelines in order to comply with Graphic Arts Rule 450</li> <li>• Do not attempt to operate equipment, use tools, materials, or perform a new task until the associated safety hazards and methods to protect yourself have been explained to you</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 use your equipment when it is required</li> <li>• Keep your work area organized and as clean as possible maintaining good housekeeping procedures at all times</li> <li>• If you see a safety hazard inform your co-workers and notify your supervisor immediately; "close calls" or "near misses" are accidents that almost injure someone including you</li> </ul>