

**DIGITAL PRINT OPERATOR II
OPEN EXAMINATION – SPOT:SACRAMENTO**

**STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES**

**SALARY RANGE: \$2,997.00 - \$3,754.00
FINAL FILING DATE: SEPTEMBER 11, 2015**



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE SINCE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

WHO MAY APPLY This is an **OPEN SPOT: SACRAMENTO** examination for the Department of General Services. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply.

HOW TO APPLY Applications are available upon request or on the Internet at: <http://jobs.ca.gov/pdf/std678.pdf> and may be filed in person or by mail. Resumes alone will not be accepted. Applications (STD 678) must be POSTMARKED no later than the final filing date. Applications personally delivered or received via interoffice mail after 5:00 PM on the final filing date will not be accepted for any reason. The examination title must be indicated on the application. **FAXED or EMAILED APPLICATIONS WILL NOT BE ACCEPTED.** Submit applications to:

**DEPARTMENT OF GENERAL SERVICES
OFFICE OF HUMAN RESOURCES
ATTN: ROSEMARY HERNANDEZ
MAILING ADDRESS: P.O. BOX 989052
WEST SACRAMENTO, CA 95798-9052**

**STREET ADDRESS: 707 THIRD STREET, 7TH FLOOR
WEST SACRAMENTO, CA 95605**

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

QUESTIONS If you have questions concerning this announcement, please contact the Department of General Services, Office of Human Resources, **Rosemary Hernandez, Exam Analyst at (916) 376-5441.**

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood and possess the qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", or "Or II", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

NOTE: Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. College course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information may be rejected.**

MINIMUM QUALIFICATIONS **Either I**
In the California state service, one year performing the duties of a Digital Print Operator I.
Or II
Two years of experience performing progressively more difficult printing duties that includes operation of high-speed duplication or digital print equipment.

THE POSITION This is the full journey level in the series. Under direction, incumbents are responsible for completing printing jobs that require the execution of the full range of complex operating commands and electronic manipulation functions. They perform the tasks needed to prepare, operate, and maintain a variety of digital printing equipment including their finishing attachments. Incumbents may serve in a lead capacity. **Positions exist in Sacramento only.**

SPECIAL CHARACTERISTICS Flexibility to adapt to changing work priorities; willingness to work in a noisy environment; and willingness to work nights and overtime. May require color vision sufficient to perform essential functions of jobs involving color printing.

ADDITIONAL DESIRABLE QUALIFICATIONS Graduation from high school or its equivalent.
Knowledge of more than one software application program.

EXAMINATION INFORMATION **QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%**
This examination will consist of a Qualifications Appraisal Interview weighted 100%. The QAP will consist of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED FROM THE EXAMINATION.** It is anticipated that the interviews will be held during **SEPT/OCT 2015 in Sacramento only.**

Special Note:
If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from this class specification. For this reason, it is especially important that each competitor take special care in filling out his or her application accurately and completely. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

SEE REVERSE FOR ADDITIONAL INFORMATION

SCOPE

Candidates should be prepared to answer questions related to the following areas:

A. Knowledge of:

1. Principles and procedures used to operate high-speed or digital print equipment.
2. Papers and tools used in high speed print duplication.
3. Record-keeping practices, supply inventory, and requisition processes.
4. Basic electronics and computer commands used to operate digital print equipment.
5. Safety requirements applied in the operation of large equipment.
6. Industrial workplace safety practices.
7. Computer operation principles and processes used to operate digital print equipment.
8. Principles and techniques used to modify digital print images and products.

B. Ability to:

1. Operate digital print equipment.
2. Perform minor repairs.
3. Prepare job for shipment.
4. Follow oral and written instructions used to complete printing jobs.
5. Organize, prioritize, schedule, and structure multiple work tasks in order to optimize efficient use of print capabilities.
6. Identify minor problems with print jobs or equipment and make corrections.
7. Take measurements using fractions and apply basic mathematical functions (addition, subtraction, multiplication, and division).
8. Set up and operate various types of finishing equipment including hydraulic drills, cutters, heavy-duty stitchers, and comb binding machines.
9. Interact effectively and courteously with all levels of personnel, customers, vendors, and other parties.
10. Move and/or lift up to 50 pounds.
11. Stand for long periods of time.
12. Retrieve and save electronic files.
13. Electronically manipulate printing files and jobs including sizing, cropping, masking, rotating images, shading, watermarks, stretching, merging from merge files, and mail merging.
14. Electronically manipulate colors.
15. Learn new software application programs.

ELIGIBLE LIST INFORMATION

An **OPEN SPOT: SACRAMENTO** eligible list will be established for the Department of General Services. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

GENERAL INFORMATION

It is the candidate's responsibility to contact the DGS Office of Human Resources at (916) 376-5400 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

Applications are available at local offices of the Employment Development Department, the Department noted on the bulletin, or on the Internet at <http://jobs.ca.gov>.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of General Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open exams investigation may be made of employment records and personal history--fingerprinting may be required.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

High School Equivalence: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

CALIFORNIA DEPARTMENT OF GENERAL SERVICES ☎ **OFFICE OF HUMAN RESOURCES**
MAILING ADDRESS: P.O. BOX 989052 ☎ **West Sacramento, CA 95798-9052** ☎ **Telephone (916) 376-5400**
STREET ADDRESS: 707 Third Street, 7TH Floor ☎ **West Sacramento, CA 95605**

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
 California Relay (Telephone) Service for the Deaf or Hearing Impaired:
 From TDD phones 1-800-735-2929 ☎ Voice 1-800-735-2922