

**MINIMUM
QUALIFICATIONS****WEBFED OFFSET PRESS OPERATOR II****Either I**

In the California state service, one year of experience equivalent to a Webfed Offset Press Operator I or Offset Press Assistant.

Or II

Two years of experience operating webfed offset press equipment.

WEBFED OFFSET PRESS OPERATOR III**Either I**

In the California state service, one year of experience performing the duties of a Webfed Offset Press Operator II.

Or II

In the California state service, two years of experience performing the duties of an Offset Press Assistant.

Or III

Two years of full journey level experience operating a webfed multiunit heat set offset publication press equipped with a signature folder.

WEBFED OFFSET PRESS OPERATOR IV**Either I**

In the California state service, two years of experience performing the duties of a Webfed Offset Press Operator III or Sheetfed Offset Press Operator IV.

Or II

Two years of experience as a lead press operator operating a webfed multiunit heat-set offset publication press equipped with a signature folder.

**ADDITIONAL
DESIRABLE
QUALIFICATION**

Education equivalent to completion of the twelfth grade.

**SPECIAL PERSONAL
CHARACTERISTICS**

Flexibility to adapt to changing work priorities; work in a noisy environment; willingness to work nights and overtime; interact effectively and courteously with all levels of personnel, customers, vendors, and other parties; and color vision sufficient to perform the essential functions of the job.

THE POSITION**WEBFED OFFSET PRESS OPERATOR II**

This is the journey level in the Webfed Offset Press Operator series. Under direction, does the necessary skilled work involved in setting up, operating, and maintaining a multiunit single stream business form press and/or a webfed offset press having more than two units; and does other related work.

WEBFED OFFSET PRESS OPERATOR III

This is the advanced journey level in the Webfed Offset Press Operator series. Under direction, operates a publication-type multicolor/multistream webfed offset press; and acts as a lead person of a press crew.

WEBFED OFFSET PRESS OPERATOR IV

This is the master journey level in the Webfed Offset Press Operator series. Under direction, acts as a lead operator over a second operator and press crew or may act as a leadperson over multiple operators and press crews.

Positions exist in Sacramento only.

**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 May/June 2012 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.

SCOPE

Candidates should be prepared to answer questions related to the following areas (please see Knowledge and Abilities below):

WEBFED OFFSET PRESS OPERATOR II**A. Knowledge of:**

1. Basic lithography.
2. Multiunit presses and their functions including delivery system, dampening system, feeding system, inking system, and printing system.
3. Basic printing processes (e.g., electrostatic, photochemical, and produced image).
4. Prepress (imaging) and finishing processes.
5. Printing instruments and tools.
6. Use and care of blankets, rollers, offset plates, and their installation on presses.
7. Types of fountain solutions on webfed presses using a lithographic process.
8. Use and operation of cutting devices.
9. Safety requirements applied in the operation of printing equipment and industrial workplace safety practices.
10. Multiunit single stream business form or two-sided web turning offset webfed presses.
11. Color and register control systems.
12. Use and operation of gluing, perforating, and numbering devices.

B. Ability to:

1. Perform basic math calculations.
2. Take accurate measurements needed for effective job performance.
3. Perform mechanical tasks needed to operate equipment.
4. Communicate effectively.
5. Follow oral and written instructions to assure quality and quantity of production.
6. Make minor mechanical adjustments and repairs.
7. Maintain proper fountain solutions and registration between printing units.
8. Set up and mount plates used on a multiunit webfed press.
9. Operate cutting devices.
10. Understand and follow basic safety and environmental regulations and practices.
11. Lift and/or move up to 50 pounds.
12. Stand for long periods of time.
13. May shoot, strip, and layout negatives and may produce printing plates.
14. Operate perforating, cutting, and imprint/numbering devices.

WEBFED OFFSET PRESS OPERATOR III (all of the above and the following:)**Knowledge of:**

13. Leadperson principles.
14. Setting up roll fed autosplicers and folder(s) to effect all types of signature combinations.
15. Color process printing
16. Operation of an oven used for the drying of various stock when running at high speed.

Ability to:

15. Set up and mount plates used on a multiunit, publication webfed offset press.
16. Operate and maintain publication webfed offset multiunit press including single and multistream publication webfed offset presses.
17. Operate folding devices.
18. Lead and instruct others.

WEBFED OFFSET PRESS OPERATOR IV (all of the above and the following:)**Ability to:**

19. Make adjustments on all webfed offset press equipment and do minor repairs.

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 Credit will be added to the final score of all competitors who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.**

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 State Personnel Board offices, local offices of the Employment Development Department, the Department noted on the bulletin or on the Internet at <http://www.spb.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: If this examination is an entrance examination as defined in Government Code Section 18973.5, veterans' preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS. Directions for applying for veterans' preference are on the Veterans' Preference Application form which is available from the State Personnel Board office and the Department of Veterans Affairs, P. O. Box 1559, Sacramento, CA 95807.

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**
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California Relay (Telephone) Service for the Deaf or Hearing Impaired:
From TDD phones 1-800-735-2929 ✦ Voice 1-800-735-2922