

CAMPUS SERVICES - PRINTING

Job Classification

Adopted: July 22, 2007

Revised: July 1, 2009

JOB FAMILY CONCEPT

This family consists of five levels of printing work. Levels are distinguished based on the complexity of the work, level of supervision received, and the degree of autonomy. Positions in the Campus Services Printing job family require specialized training to set-up, operate, maintain and repair offset printing and other mass-reproduction equipment. Many positions in Campus Services job families support a recharge, auxiliary or business function, which may require the unit to generate revenue to cover their expenses. Positions typically perform one or more of the following

Quick Copy

- Prepare and modify documents using proprietary software in preparation for digital printing
- Ensure print jobs files meet system requirements
- Set-up and operate machines and equipment for document processing
- Alter and manipulate jobs as necessary utilizing desktop publishing software and tools
- Operate high-end digital, color and black and white production equipment

Bindery

- Obtain bindery requirements for print/copy jobs
- Operate bindery equipment for finishing of copy/printing jobs including: folders, cutters, book binders, saddle binders, tabbers, laminators, shrink wrappers, paper drill and other bindery equipment

Offset Printing

- Operate single, two and multi-color commercial offset printing presses
- Produce simple short-run jobs to large complex multi-color jobs
- Perform mechanical and electrical equipment maintenance and repair
- Mix ink to Pantone Matching System standards
- Serve as expert on equipment, ink, and paper

Prepress

- Design and typesetting of projects
- Imposition of jobs for platesetting
- Operate high-end scanners
- Perform color calibration and management to exacting standards
- Operate computer-to-plate platesetter
- Operate wide-format inkjet printers

Supervision

- Determine job specifications and priorities
- Provide necessary controls to ensure proper standards are met
- Monitor quality and efficiency of operations
- Monitor department budgets
- Analyze, control and maintain inventory
- Recommend changes in operations regarding new program activities and policy
- Determine equipment maintenance schedule and replacement needs
- Schedule and train employees
- Supervise staff

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Knowledge, Skills, and Abilities

Same as level one, plus: Advanced knowledge of desktop publishing software. Advanced computer skills. Knowledge of trademark and copyright laws and regulations. Knowledge in the set-up, operation, and maintenance of single-color presses. Ability to maintain files and establish recordkeeping systems. Ability to communicate effectively.

Education and Experience

High School graduation and two years relevant experience, or an equivalent combination of training and experience.

Level 3

PCLS: 04743

*****Alternate PCLS: 09260**

**Grade 77
Non-Exempt**

Descriptors

Work is performed under intermittent supervision. Produce high quality printed materials on two color small presses or large single color offset printing equipment or similar work that is moderate in complexity* AND scope*. Perform intermediate maintenance and repair of offset printing equipment. Train and assist lower level operators. Lead** lower level staff, set-up and manage production schedule and maintain inventory. This level is distinguished from lower levels by the responsibility to operate, maintain and repair a two color small or single color large offset presses, use of a wider variety of paper stock and leading** staff.

Knowledge, Skills, and Abilities

Same as level two, plus: Knowledge in the set-up, operation, and maintenance of two color small or single color large presses. Knowledge of plate-making and stripping. Knowledge of ink flow, loading and mixing. Ability to maintain and make moderate repairs of equipment. Ability to operate all bindery equipment. Ability to lead**.

Education and Experience

High School graduation and four years related experience, or an equivalent combination of training and experience. Professional licensure required, which is commensurate with the appropriate level (i.e. Journey-level certificate or equivalent).

Level 4

PCLS: 04744

**Grade 78
Non-Exempt**

Descriptors

Work is performed under administrative supervision. This is the fully-qualified journey-level offset printing operator that performs specialized printing work on large multi-color presses or similar work that is large in complexity* OR scope*. This is the fully-qualified journey-level prepress and scanner operator that per Tw (journey006 Tc 0.002w 0s75 0M07 0 Td[(ve16wledge of (ied-0.0003 3.735

staff, faculty, or off-campus customers. Review and evaluate offset print requests to determine the most efficient method of producing high quality jobs. This level is distinguished from lower levels by the responsibility to work at the fully-qualified journey-level in the operation of publishing, design, imposition, scanning and color software and performing advanced color calibration and management and operating the most complex* printing equipment.

Knowledge, Skills, and Abilities

Same as level three, plus: Advanced knowledge of all printing and bindery operations. Advanced knowledge and skills in printing industry software. Knowledge of and ability to operate complex* printing industry equipment. Advanced computer skills. Ability to multi-task and perform well under pressure.

Education and Experience

High School graduation and five years progressively responsible relevant experience, or an equivalent combination of training and experience. Professional licensure required, which is commensurate with the appropriate level (i.e. Journey-level certificate or equivalent).

Level 5

PCLS: 04745

Grade 80

Exempt

Descriptors

Work is performed under administrative supervision. Supervise a large print shop that includes off-set, pre-press and quick copy printing equipment. Review and evaluate print requests to determine the most efficient method of producing high quality jobs. Perform specialized printing work that is large in complexity* AND scope*. Perform budget management. Supervise** staff. This level is distinguished from lower levels by its ability to supervise** staff, prioritize jobs and expert knowledge in the operation, maintenance and repair of printing industry equipment.

Knowledge, Skills, and Abilities

Same as level four, plus: Advanced knowledge of and ability to operate a large variety of printing industry and related equipment. Budget and fiscal skills. Advanced internet research skills. Ability to supervise** and set priorities for staff. Ability to coordinate production from different areas.

Education and Experience

High School graduation and six years progressively responsible relevant experience, or an equivalent combination of training and experience. Professional licensure required, which is commensurate with the appropriate level (i.e. Journey-level certificate or equivalent).

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