

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2018)

RPA NUMBER 20151	DGS OFFICE or CLIENT AGENCY Office of State Publishing	
UNIT NAME Digital Print and Mail Services	REPORTING LOCATION 1050 Richards Blvd, Sacramento	
SCHEDULE (DAYS / HOURS) Monday - Friday 2:25pm to 10:30pm (Eves)	POSITION NUMBER 331-701-1485-XXX	CBID R14
CLASS TITLE Printing Trades Specialist Trainee (General)	WORKING TITLE PTST	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

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.

POSITION CONCEPT

Under close supervision of an Associate Printing Plant Superintendent, in Digital Print and Mail Services, the Printing Trades Specialist Trainee position receives on-the-job training to develop skills in the printing industry by assisting the Lead Print Operator with preparation, and organization of documents for production, assembly of a finished product, and learns machine operations in a broad range of reproduction, imaging, and duplication methods in accordance with the guidelines of the DGS, Office of State Publishing (OSP) operations manual directives of Government Code, CA Code of Regulations, and State Administrative Manual.

SPECIAL REQUIREMENTS Conflict of Interest Medical Evaluation Background Evaluation Background Evaluation FTB Office Technician (Typing)

Medical Evaluation

This position requires Medical Evaluation clearance.

Background Evaluation

This position requires Background Investigation clearance.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
25%	Gains understanding of OSP printing, imaging and duplication methods and principles, in order to learn the functions of various Digital equipment, by providing assistance and shadowing the Lead Print Operator in completing necessary steps in the production process, utilizing OSP policies, procedures, guides, and on the job training to ensure printing business objective are met and exceeds OSP stakeholders' expectations.
25%	Assists the Lead Print Operator in preparing documents for printing and/or imaging including, by batching and sorting files, removing staples, paper clips, and post-it notes, flattening and unfolding edges, identifying and improving image qualities without altering content, and organizing documents, utilizing Digital equipment and on the job training, to ensure continued operable working sequence, in order to complete the job efficiently and in a timely manner.
25%	Sorts, trims and assembles finished materials by tailing off machines and placing finished product in designated areas, utilizing Digital machines and other related devices, in order to safely strap, and load boxes of printed products with tags and labels onto pallets or deposited in appropriate work zones, and to ensure movement of loading and stacking techniques are performed in compliance with health and safety standards.
10%	Assists in performing quality control checks by verifying count, quality, pagination, and validating

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 Current Proposed**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
	documents, in order to informing the Lead Print Operator and/or Supervisor of any issues that may arise, and to ensure deliverables are met in a timely manner.
10%	Maintains clean and organize work areas by disposing unnecessary printing byproducts, utilizing common cleaning appliances and printing tools, in order for staging areas of equipment, pallet and safety zones to be cleanly and operable, and ensure a safe, debris-free work environment adhering to the Injury and Illness Prevention Program.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Assists in maintaining supplies and materials by informing Lead Operator or Supervisor of inventory levels, by auditing inventory and utilizing purchasing spreadsheet patterns, in order to sustain necessary on-site inventory, and ensure continued operations to meet printing business objectives.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Requires working in a large, dusty industrial facility with noisy surroundings, hearing protection is provided.

Requires physical work; frequent and prolonged periods of standing, walking extended distances, climbing, bending, stooping, kneeling, squatting, lifting, pushing, or pulling required of objects up to 50 pounds.

Work requires the ability to repetitively grip, grasp, and manipulate hand movement while using tools or power equipment applicable to job being performed.

Requires adhering to health and safety protocols.

May require the ability to work overtime.

May require the ability to be flexible to cover different shifts (including day, evening, or night) in order to provide staff coverage.

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.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED