

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Administrative Services		EFFECTIVE DATE
BRANCH/SECTION Business Services/Reprographic		CLASS TITLE Digital Print Operator II
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION San Francisco
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-403-1412-001
<p>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.</p>		
<p>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:</p> <p>Under direction, the incumbents are responsible for completing printing jobs that require the execution of the full range of complex operating commands and electronic manipulation functions. Perform the progressively more difficult tasks needed to prepare, operate, and maintain a variety of digital print equipment including their finishing attachment for the California Public Utilities Commission (CPUC).</p>		
% 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. <i>(Use additional sheet if necessary)</i>	
45%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Operate and maintain a Digital High Speed Printer Equipment as required and be knowledgeable of Xerox Nuvera-288, OCE-135, and Xerox Versant-180 [Color] or equivalent. An average impression per day per machine operator is presently 30,000 impressions. Duties include basic electronics and computer commands used to operate digital print equipment. Operation of a color copier and electronic commands; Scan, size, crop, mask, rotate images and adjust copies to achieve best copy quality. Use file on disks to input into color systems for printing. Save electronic files for later use. Maintain a safe and clean work area. Electronic networking, performing many tasks at one time. Scanning, job set-up and completing the job order on time. Update Operations Manual and Procedure material; assist customers at shop counter; maintain and capture raw data</p>	
35%	<p>Operate folding machine for 3-fold jobs, use 3-hole punch, use paper cutter for special cuts, operate inserter, operate saddle stitch for binding jobs and meet deadlines. Operate a variety of binding equipment. Velo-binds, tape binds, fastback binds and put together a professional looking reprographic job. Serve as consultant to users and provide advice on the best method of reprographics; read instructions carefully before each assignment, check copy sequence and quality, make a proof copy before running the job and review finished product for completeness and accuracy. Serve as lead person in absence of supervisor. Serve staff and meet deadlines of Commission. Ensure staff and reprographic work is completed on time and in a professional manner. Maintain copy quality, make service calls, and keep copiers in clean and top running condition. Maintain copier logs, inventory supplies, clean work area. Ensure all equipment is in top running condition. Maintain maintenance on 3-hole punch, paper cutter, large stapler and folder.</p>	

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15%	<p>Maintain copy quality, make service calls, and keep copiers in clean and top running condition. Maintain copier logs, inventory supplies, clean work area. Ensure all equipment is in top running condition. Maintain maintenance on 3-hole punch, paper cutter, large stapler and folder.</p>
5%	<p><u>MARGINAL FUNCTIONS:</u></p> <p>Performs other job-related duties as assigned</p> <p><u>KNOWLEDGE AND ABILITIES</u> <i>[From Class Specs]</i></p> <p>Knowledge of: Principles and procedures used to operate high-speed or digital print equipment; papers and tools used in high-speed print duplication; record-keeping practices, supply inventory, and requisition processes; basic electronics and computer commands used to operate digital print equipment; safety requirements applied in the operation of large equipment; industrial workplace safety practices; computer operation principles and processes used to operate digital print equipment; principles and techniques used to modify digital print images and products.</p> <p>Ability to: Operate digital print equipment; perform minor repairs; prepare job for shipment; follow oral and written instructions used to complete printing jobs; organize, prioritize, schedule, and structure multiple work tasks in order to optimize efficient use of print capabilities; identify minor problems with print jobs or equipment and make corrections; take measurements using fractions and apply basic mathematical functions (addition, subtraction, multiplication, and division); interact effectively and courteously with all levels of personnel, customers, vendors, and other parties; retrieve and save electronic files; electronically manipulate printing files and jobs including sizing, cropping, masking, rotating images, shading, watermarks, stretching, merging from merged files, and mail merging; electronically manipulate colors; learn new software application programs complete duties assigned by the BSO-II (Supervisor).</p> <p><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></p> <p>Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.</p> <p>Must maintain consistent and acceptable attendance.</p> <p>Must be willing to work irregular hours, nights, and/or weekends to meet the Department's business needs.</p> <p>Employees must possess ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.</p>
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>	
SUPERVISOR'S NAME (Print) Asif Khan	SUPERVISOR'S SIGNATURE DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF</i>	

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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