



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Administrative Services	Digital Print Operator II	549-074-1412-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
BMS/ DARC Warehouse	Digital Print Operator II	R14
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Distribution and Reproduction	4940 Lang Ave., McClellan, CA	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		Business Services Officer III
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>Under the direction of the Business Services Officer III, the Digital Print Operator II is responsible for the completion of high-speed duplication and/or digital printing. The incumbent is 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.</p>		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	Process, develop, and produce a variety of requested printing designs including Charts, Graphs, Pamphlets, Brochures, Posters, Reports, Displays, and Publications. Performs both post and pre-production work as requested by staff and Management. Prepares material for both color and black-ink production. Utilizes computer-assisted programs/applications to generate design and production elements to convey desired impact/message to requestors and intended audiences.	
30%	Set up and operate various types of finishing equipment including hydraulic drills, cutters, heavy-duty stitchers, and comb binding machines. Use of a high-performance digital production press designed for professional printing. Includes Journey Level operation, computer assisted job programming, trouble shooting and knowledge of mechanical corrective actions, paper adjustments and paper jam clearance. The copy work will include general color and black-ink copying from paper and photographic masters such as J-Peg and PDF files.	
20%	Provides consultation to staff and other State Departments of available illustrative techniques and materials. This may include attendance in team meetings of project staff; may suggest minor editorial changes in narrative materials to increase visual appeal of finished products. Provides back-up assistance to other tasks such as mail sorting, plotting and metering functions of the Distribution and Reproduction Center. Includes knowledge of the Department of Parks and Recreation organizational structure, knowledge of postal and parcel letter and package preparation, applicable U.S. Postal Services policies, and postal metering machine operations.	
10%	May act/assist in providing "Lead" direction to unit employees and workloads during Supervisors vacations or absences. Drive State Vehicle to perform mail/supply distribution functions.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	

5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
This position will be working in a team environment.		
TELEWORK DESIGNATION:		
This position is designated as NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required. Transportation of materials weighing up to fifty (50) pounds, such as DPR signs, and boxes. Operate and maintain preventively warehouse vehicles and equipment such as manual pallet jack and forklift. Repetitive hand movements, standing for long periods of time, regularly lift, push/pull and carry bulk packages and materials weighing up to 50 lbs. Transport materials on pallets using electric and hand-powered pallet jack and forklift. Must understand and practice OSHA regulations and possess a forklift certificate.		
The statements contained in this job description 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. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE