

California Department of Tax and Fee Administration

DUTY STATEMENT

CURRENT
PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Digital Composition Specialist I		WORKING TITLE Digital Composition Specialist I	
DIVISION/OFFICE/UNIT EAD / Printing Services Unit		SPECIFIC LOCATION ASSIGNED TO Sacramento - Headquarters	
SEERA DESIGNATION Rank and File	BARGAINING UNIT R14	WORK WEEK GROUP 2	CERTIFICATES REQUIRED None
FINGERPRINTS/BACKGROUND CHECK REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BILINGUAL POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SUPERVISION EXERCISED None	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 291-318-7255-	
<p><i>The mission of the California Department of Tax and Fee Administration is to make life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.</i></p>			
<p>POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS</p> <p>Under the general supervision of the Business Services Officer I (Supervisor) in the Print Services Unit, the Digital Composition Specialist I (DCS I) routinely performs the less complex digital printing work using a variety of typesetting, page layout, graphic, and scanning software on multiple computer platforms. Plans and prepares customers' digital files for print-ready electronic documents such as forms, publications, brochures, and other display materials for the California Department of Tax and Fee Administration (CDTFA) and the Board of Equalization (BOE), utilizing a wide array of printing and finishing equipment. Produces digital print jobs that require the execution of less complex operating files, merged variable data, and the use of electronic methods to create and manipulate a document to achieve a successful outcome. The position is responsible for developing a product that is compatible with the chosen method/type of publishing/printing process. This position may be exposed to confidential information, including Federal Tax Information and is required to maintain confidentiality in accordance with applicable laws and policies.</p> <p>Candidate must be able to perform the following essential job functions with or without reasonable accommodation.</p>			
PERCENTAGE OF TIME SPENT	DUTIES		
40%	<p><u>ESSENTIAL JOB FUNCTIONS</u></p> <p>Responsible for less complex work utilizing high-end software to develop a wide range of publications, BOE board meeting materials, and other printed materials for CDTFA and BOE. Software includes, but is not limited to, Microsoft Office Suite, Adobe Creative Cloud, and the Print Shop Pro Web-to-Print platform. Responsible for planning and preparing simpler print-ready electronic documents such as forms, publications, brochures, and other display materials prepared by CDTFA and BOE program areas. Coordinates the printing of time-sensitive digital publications, ensuring that their print requests are completed by their due dates.</p>		
20%	<p>Completes preflight assessments to ensure jobs will be completed accurately and promptly, and work with departmental clientele on requested printing orders to realize the best printing solutions. Retrieves submitted print job files from Print Shop Pro Storefront (PSP Storefront) web-to-print software platform and CDTFA shared servers. Updates the customer job ticket status in PSP Storefront when print jobs are completed. Ensures the Printing Services Daily Production Sheet is filled out correctly allowing for accurate daily statistics to be gathered; compiles and maintains daily statistics off the machines capturing the number of jobs and the type of jobs reproduced to establish a print history for the CDTFA Print Shop/Copy Center for use in the State mandated In-Plant Printing Operations Report (IPPOR).</p>		
15%	<p>Prepares digital print equipment for printing. Configures digital printers by using EFI Fiery front end software applications to set up, calibrate, and prepare print jobs for printing. Operates high-speed digital print equipment using knowledge of various supplies and paper stocks that are associated with printing brochures, booklets, fliers, and calendars.</p>		

10%	Maintains an inventory of various paper stock and bindery supplies; compiles and maintains weekly counts of the printer's clicks/impressions, and coordinates with each printer maintenance vendor to repair printers when needed.
	<u>MARGINAL JOB FUNCTIONS</u>
10%	As a backup to the bookbinder, may set-up and operate various bindery equipment and maintain minor user maintenance with these machines. Performs basic math calculations and takes accurate measurements. Provides standard repetitive handwork and related finishing duties. Reviews customers' final print jobs for quality and quantity assurance.
5%	Performs other duties as required.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):

Work Environment:

- Work in a high-rise building
- Work in a noisy environment with varying temperatures

Physical Abilities:

- Ability to move and/or lift up to fifty (50) pounds and push a cart up to one block for receipt and distribution of materials
- Ability to move and/or reach up to eighteen (18) inches above head for storing and retrieving materials
- Ability to access and use a personal computer for several hours a day
- Ability to remain in a stationary position and position self to maneuver equipment and materials as required
- Ability to identify and make necessary color corrections/adjustments as needed

Additional Requirements/Expectations:

- Ability to work as a member of a team, maintain consistent attendance, demonstrate punctuality, and dependability
- Willingness to work at night and overtime
- Communicate effectively; learn and apply office policies, rules, regulations and procedures
- Ability to follow oral and written directions including detailed instructions used to complete printing jobs, adapt to a variety of work assignments
- Ability to demonstrate a high level of initiative, responsibility, and independence in the operation of digital print equipment
- Ability to work cooperatively and interact courteously with all levels of staff, customers, vendors, and other parties while providing quality customer service
- Ability to identify minor problems with print jobs or equipment and make corrections
- Ability to organize, prioritize, and schedule multiple work tasks to optimize efficient use of print capabilities
- Actively supports a safe and hazard-free workplace by practicing industrial workplace safety procedures and practices when operating equipment .

I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE	DATE
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I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above named employee.

PRINT SUPERVISOR NAME	SUPERVISOR'S SIGNATURE	DATE
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HRB Approval Date: 02/04/2026	C&P Analyst Initials: JB
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