

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

 Current Proposed

RPA NUMBER 29854	DGS DIVISION / OFFICE or CLIENT AGENCY ISD/Office of State Publishing	
UNIT NAME Pressroom	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 885 Riverside Parkway, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Digital Print Operator II	POSITION NUMBER 331-301-1412-002	CBID R14
POSITION ELIGIBLE FOR TELEWORK: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PROBATIONARY PERIOD <input checked="" type="checkbox"/> 6 Months <input type="checkbox"/> 12 Months <input type="checkbox"/> N/A	WORK WEEK GROUP
WORK SCHEDULE (DAYS / HOURS) Monday - Friday/2:30 PM to 10:30 PM (Evenings)	TENURE Permanent	
WORKING TITLE DPO II	TIMEBASE Full Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> Written Proficiency language in: _____	
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 the direction of the Associate Printing Plant Superintendent, in the Office of State Publishing's Pressroom Unit, the position operates and maintains high-speed digital and finishing equipment such as the Cannon 6330 Titan black and white printer, Cannon 9280 color printer, Cannon OCE 340 color printer, HP Pagemate XL 8000 color printer, Contex 5450 HD color scanner and Kodak i5250V color scanner by executing the full range of complex operating commands and electronic manipulation functions and performs the various tasks related to the reproduction and assembly of printed material to ensure digital printing jobs are completed in accordance with the Office of State Publishing (OSP) policies, procedures and guidelines.

SPECIAL REQUIREMENTS Medical Clearance Background Clearance Typing DMV Pull Notice Drug Testing
 Vehicle Home Storage Permit Driver's License and Class (specify below in Description) Certificate (specify below in Description)
 Professional License (specify below in Description) Other (specify below in Description)

Medical Clearance

This position requires medical evaluation clearance.

Drug Testing

This position requires drug screening clearance.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
25%	Operates and maintains all high-speed digital colored, black and white, and finishing equipment by completing printing jobs requiring the full range of complex operating commands and electronic manipulation functions into equipment in order to initiate production utilizing high-speed digital equipment and comply with production procedures, and to ensure maximum output and to accurately complete job requests promptly, in accordance with OSP guidelines.

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PERCENTAGE	DESCRIPTION
25%	Receives and maintains master materials from hard copies or electronic images and prepares files for digital printing by scanning hard copy print job requests, creating digital files and electronic Job Tickets, retrieving digital files from various servers such as but not limited to, File Transfer Protocol, email, and customer disks and performing finishing tasks to complete assigned print jobs, utilizing complex document make-ready software, in order to produce a wide variety of print jobs, to ensure customer print requests comply with OSP guidelines and industry standards.
25%	Performs digital manipulations, quality checks, formatting verification for the preparation of printing jobs by reviewing all scanned images, de-skewing, de-speckling images, electronically manipulating print files and jobs including sizing, cropping, masking, rotating images, shading, watermarks, stretching, merging form merged files and mail merging, electronically manipulate colors and verifying documents are split properly using document-preparation software associated with high-speed digital and finishing equipment, in order to identify and rectify all document errors thoroughly, and to ensure proper document orientation, completeness of sets, color, and overall quality of print jobs.
20%	Performs manufacturer recommended preventive maintenance and minor repairs on print equipment by making service calls, reporting repairs and equipment activities into Service Log utilizing common hand and manufacturer-specific tools in order to process customer orders promptly consistently and to ensure presses and related printing machines remain operable and in working condition, while adhering to safety protocols.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Maintains a variety of logs and reports (consumable usage, and paper usage reports, and production, Logic, Equipment Downtime, and Job Progress Logs and Project Accounting and Leave software) and related applications by reviewing data using historical information and record-keeping software, in order to record production activities accurately, and to ensure data and equipment information are up-to-date, and in compliance with guidelines and safety protocol.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS Travel (Specify the percentage in the travel box below)

Requires working in a large, dusty industrial facility with noisy surroundings. Hearing protection is provided. Requires physical work: frequent and prolonged periods of remaining stationary, and moving about for extended distances, climbing, bending stopping kneeling, squatting, lifting, and transporting of objects up to 50 pounds. Requires adhering to health and safety protocols. May require the ability to work overtime. May require the ability to cover different shifts for emergency situations to meet operational needs such shift changes are limited to less than 30 days.

DESIRABLE QUALIFICATIONS

Special Characteristics

Flexibility to adapt to changing work priorities; willingness to work in a noisy environment; and willingness to work nights and overtime. May require color vision sufficient to perform essential functions of jobs involving color printing.

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 Current Proposed**Additional Desirable Qualifications****Graduation from high school or its equivalent.**

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 these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

C & P APPROVED BY	DATE SIGNED