

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-150-1412-001				
UNIT NAME AND CITY LOCATED Business Operations Section Operations Support Unit Elk Grove		CLASSIFICATION TITLE Digital Print Operator II				
		WORKING TITLE				
		COI Yes ☒ No ☐	WORK WEEK GROUP 2	CBID R14	TENURE P	TIME BASE FT
SCHEDULE (Telework may be available): 8:00 AM to 5:00 PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 8260 Longleaf Drive Bldg C, Elk Grove, CA 95758				
INCUMBENT (If known)		EFFECTIVE DATE				
California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities. CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department. Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.						
PRIMARY DOMAIN:						
Under the general supervision of Business Service Officer I, Business Operations Section, the Digital Print Operator II performs the various complex tasks associated with the completion of high-speed duplication and/or digital printing. The Digital Print Operator II will act in the lead capacity over the Digital Reproduction Center.						
% 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 addition sheet if necessary)</i>					
	ESSENTIAL FUNCTIONS					
50%	Reads, interprets and completes order forms. Receives or obtains master material from hard copies or electronic files. Reviews all incoming reproduction requests to ensure compliance with laws relating to copyrights and counterfeiting. Prepares the master copy and reprographic equipment for reproduction by entering necessary commands. Utilizes specialized knowledge of equipment capabilities and methods of obtaining the desired finished product to meet various customer needs. Performs the more complex digital manipulations for print preparation including adjusting image quality, color and image size. Operates high-speed duplication and/or digital printing equipment. Operates various ancillary equipment associated with the Reproduction Center. Duplicates various print material including budget reports, recruitment material, annual reports and contracts. Performs the finishing tasks required to complete assigned print jobs. Proofs completed work. Prepares					

20% 20% 10%	completed work for delivery or shipment. Lead responsibility for work assignments of Digital Reproduction Center, assign work, resolve schedule conflicts, reviews work for quality, and train staff. Orders printing supplies, including paper, and binding supplies. Inventories the supplies on a regular basis. Completes, submits, and monitors equipment maintenance using BIS; renews maintenance contracts on an annual basis; and submits invoices and prepares good receipts. Completes minor maintenance and repairs on equipment. Sets up printing and finishing equipment. Maintains a clean and safe work area; proper usage and storage of chemicals and inks; and Material Safety Data Sheets (MSDS) on proper storage of chemicals and inks. Fulfills ancillary tasks related to reprographic work including training; maintaining multiple logbooks and other record-keeping documents; and requesting supplies. Other related work as required.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> 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; and computer operation principles and processes used to operate digital print equipment; principles and techniques used to modify digital print images and products. <i>Ability to:</i> 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); set up and operate various types of finishing equipment including hydraulic drills, cutters, heavy-duty stitchers, and comb binding machines; interact effectively and courteously with all levels of personnel, customers, vendors, and other parties; move and/or lift up to 50 pounds; stand for long periods of time; and 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. DESIRABLE QUALIFICATIONS Graduation from high school or its equivalent. Knowledge of more than one software application program. SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT • CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this. SPECIAL PHYSICAL CHARACTERISTICS Person appointed to this position must be reasonably expected to exert up to 50lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Involves standing most of the time. SPECIAL PERSONAL CHARACTERISTICS

	• Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts. • Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement. • Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner. • Ability to build trust, improve communication, and assist with the transformation of correctional culture. • 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. • Punctuality and good attendance are required. • Interpersonal Skills: Ability to work independently in a team setting.	
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	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 THE DUTY STATEMENT</i>		
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