

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 30956	DGS DIVISION / OFFICE or CLIENT AGENCY Office of State Publishing	
UNIT NAME Digital Print & Mailing Services Unit	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 1050 Richards Blvd, Sacramento CA 95811	
CIVIL SERVICE CLASSIFICATION Mailing Machines Operator I	POSITION NUMBER 307-703-1779-010	CBID R04
POSITION ELIGIBLE FOR TELEWORK: ☐ Yes ☒ No	PROBATIONARY PERIOD ☒ 6 Months ☐ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday -Friday; 10:25 p.m. to 6:30 a.m. (Nights)	TENURE Permanent	
WORKING TITLE Mailing Machines Operator I	TIMEBASE Full Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☐ Yes ☒ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☐ Verbal ☐ 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 close supervision of the Associate Printing Plant Superintendent, in Digital Print and Mail Services, at the entry, learning, and full working level the Mailing Machines Operator (MMO) I position performs increasingly difficult duties related to the processing of large volumes of outgoing United States Postal Services and other carrier mail, and learns how to operate the machinery required to perform the MMO duties within the Office of State Publishing (OSP).

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.

Background Clearance

This position and/or location requires background investigation clearance.

Drug Testing

This position requires drug screening clearance.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Learns to operate and maintain the multi-functional machines by assisting with setting the correct parameters for each production job based on the equipment utilizing job ticket specifications and desired finished dimensions, written procedures, vendor software and direction from a Lead Operator or Supervisor in order to process large volumes of outgoing mail to ensure mail orders are

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PERCENTAGE	DESCRIPTION
	processed in a timely manner.
35%	Assists in registering the proper postage by verifying postal rates, size, and weight limitations, and checking the qualifying types of documents and zone limitations/locations, utilizing mail specific machinery and applications, in order to sort outgoing US and other carrier mail by zip code and affixed with proper postage to ensure all mail leaves the facility in final form, delivered promptly and in accordance with OSP's policies and procedures.
15%	Assists with maintaining records of production by inputting data, generating various reports and logs, scheduling and tracking jobs, estimating time of completion, processing and presorting invoices and logs using various software such as Microsoft suite and outlook in order to maintain efficient and accurate work flow, and ensure full completion of the unit's mission.
10%	Assists with maintaining records of cost, completing the required daily and monthly documentation logs, reports, billings, and production data by reporting any issues or discrepancies to the Lead Operator or Supervisor utilizing Microsoft suite software, in order to maintain effective record keeping to ensure OSP management has accurate and necessary information for decision making.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Resolves spoiled postage and address corrections, in order to process outgoing mail, to ensure all mail is delivered correctly, in a timely manner utilizing OSP's policies and procedures.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☐ Travel (Specify the percentage in the travel box below)**Physical Abilities:**

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 PERSONAL REQUIREMENTS:**

Aptitude for an interest in machine operations.

Neatness, orderliness; alertness; manual dexterity.

INTERPERSONAL SKILLS:

Ability to work as a team member with co-workers and management staff.

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
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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
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C & P APPROVED BY	DATE SIGNED
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