

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 30835	DGS DIVISION / OFFICE or CLIENT AGENCY ISD/Office of State Publishing	
UNIT NAME Bindery	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 885 Riverside Parkway, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Bookbinder II	POSITION NUMBER 331-402-7402-003	CBID R14
POSITION ELIGIBLE FOR TELEWORK: ☐ Yes ☒ No	PROBATIONARY PERIOD ☒ 6 Months ☐ 12 Months ☐ N/A	WORK WEEK GROUP
WORK SCHEDULE (DAYS / HOURS) Monday - Friday/10:25 PM to 6:30 AM	TENURE Permanent	
WORKING TITLE BB II	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 the supervision of the Associate Printing Plant Superintendent in the Office of State Publishing's Bindery Unit, the position performs the less skilled tasks, including operating bindery equipment requiring simple setup with hand tools or manual dexterity in operation and doing other related work. The duties' performance will be accomplished per the Department of General Services (DGS) guidelines, Office of State Publishing (OSP) operations manual directives of the Government Code, CA Code of Regulations, and State Administrative Manual.

☒ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☒ Drug Testing

SPECIAL REQUIREMENTS ☐ 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
35%	Operates various bindery equipment by setting up machines, and reading job tickets to determine work instructions utilizing drills, multi-stitch, plastic wrap, auto-padder, single stitcher machine, auto wrap that collates, punches, stitches, trims, coil/comb/wire-o bind, and other finishing equipment, in order to meet the needs of the client, according to OSP guidelines and industry standards, and to ensure complete and quality service.
25%	Sets up and loads stacks of signatures (sigs), cards, pre-gathers, and other miscellaneous product from stacked skids into designated pocket/feeders on inserters, stitches, mailers, and other small

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PERCENTAGE	DESCRIPTION
	machines by assembling sigs in numerical order, and loading bundles of sigs utilizing the appropriate tools, in order to meet specifications for the assembly and finish of customer products, and to ensure quality OSP production and successful bindery run while adhering to OSP guidelines, and industry standards.
15%	Lifts and transfers bundles of finished products and books from the end of the line by stacking them at the desired height for skid stacking in a predetermined pattern, wrapping skid with stretch wrap, attaching appropriate paperwork, utilizing a mechanical lifting device, in order to tail off the machines, to ensure prompt shipment, following OSP and bindery procedures.
10%	Logs and verifies job orders by checking job status, entering data using the current print management system, taking readings from equipment, pull samples, and verifies final counts, in order to maintain accurate records, using appropriate tools, following OSP criteria and the Office of Fiscal Services billing process, to ensure proper billing is achieved tor completed orders.
5%	Tracks production jobs by maintaining legible production logs from job tickets and forwarding the job ticket to appropriate equipment in order guarantee that the client's request is understood and to ensure equipment is set appropriately, utilizing industry and assigned tools and machines, following OSP procedures.
5%	Performs daily, weekly, and monthly preventative maintenance by checking equipment, following manufacturer specifications, and DGS and OSP requirements, in order to identify and make minor adjustments and repairs, to ensure the error-free operation and for quality end product for OSP clients, utilizing the appropriate tools.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	In the absence of a Printing Trades Specialist Trainee, aids production staff by performing duties such as sweeping, cleaning floors, moving stock, materials, and related work utilizing common cleaning tools, and following workplace safety guidelines and procedures, in order to assist with the start-to-finish of a client's job, and ensuring quality OSP production throughout job cycle.

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

Work involves exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and loud noises, hearing protection is provided.

Requires physical work; remaining stationary, move about extended distances, climbing, bending, stooping, kneeling, squatting, lifting, pushing, or pulling required of objects up to 50 pounds.

Use fingers and hands steadily, occasionally, and frequently. Push, pull, and grip occasionally.

Requires adhering to health and safety protocols.

May require the ability to work overtime.

May require the ability to temporarily cover different shifts for emergency situations to meet operational needs.

Such shift changes are limited to less than 30 days.

DESIRABLE QUALIFICATIONS

Knowledge and Abilities

Knowledge of: Printing plant equipment machinery operations and terminology; types of paper stock and proper methods of paper movement and handling.

Ability to: Communicate effectively; follow directions; move and/or lift up to 50 pounds; set up and operate complex nonjourney level equipment.

Special Personal Characteristics
Willingness to work under noisy conditions and on shift work; and interest in and aptitude for bindery work.

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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