

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 31146	DGS DIVISION / OFFICE or CLIENT AGENCY Office of State Publishing	
UNIT NAME Digital	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 1050 Richards Blvd Sacramento, CA 95811	
CIVIL SERVICE CLASSIFICATION Printing Process and Operations Planner	POSITION NUMBER 331-110-7230-001	CBID R14
POSITION ELIGIBLE FOR TELEWORK: ☐ Yes ☒ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday-Friday / 8:00 AM - 5:00 PM	TENURE Permanent	
WORKING TITLE Scheduler	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 general direction of the Printing Plant Superintendent in the Digital Print and Mailing Services unit, the Scheduler performs the full range of printing planning functions, works with production staff to develop printing methods, layouts, and work processes, and provides consultations and recommendations on the full range of services that meets the client's specific printing needs and Office of State Printing (OSP) capabilities. The performance of the duties will be accomplished in accordance with the guidelines of the DGS, OSP operations manual directives of Government Code, California 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)**Background Clearance**

This position and/or location requires background investigation clearance.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	Prepares schedule of events for all customer information requests by tracking proof and samples, order statuses, production progress, and shipment statuses, utilizing inventory levels, and general account information, in order to secure and maintain consistent relations with customers regarding their printing needs, and to ensure timely, accurate and complete turnaround.

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PERCENTAGE	DESCRIPTION
30%	Analyzes and manages confidential, time sensitive, high-profile printing jobs and specifications by working with OSP planning and production staff, in order to develop efficient and effective plans for execution of printing jobs, utilizing Standard Forms, various and complex analytical methodologies, and electronic data sources (Monarch MIS and PrintFlow Scheduling), to ensure successful production planning process in accordance with State budgetary and procurement guidelines.
20%	Guides printing jobs throughout production cycle by working closely with production staff, monitoring progress, and conferring with department supervisors, utilizing OSP processes and procedures, in order to determine statuses of assigned projects and workload, reviewing results, and making adjustments as needed, and to ensure critical deadlines are achieved in a timely manner.
10%	Develops, implements and executes OSP's print cost savings plans for orders by following OSP's business procedures, utilizing various complex analytical methodologies, electronic data sources, and best practices, in order to achieve and maintain usage of current technology in all phases of paid advertising in State publications, and to ensure attainment of potential customers while successfully upholding existing relations.
5%	Validates products and services meet specifications by making necessary adjustments, and reviewing production results utilizing analytical techniques, auditing procedures, and following program guidelines, in order to provide recommendations to management for improvement, and to ensure departmental goals and objectives are met. Works closely with the Monarch MIS Administrator to test, coordinate and execute system enhancements or updates, and monitors system performance.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Participates in customer development, training classes, advertising programs, conferences and trade shows by sharing gathered data and information, utilizing electronic data sources and customer feedback, in order to promote continuous improvement of Print Services Unit's products and services, and to ensure customer satisfaction and timely delivery of products and services.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☒ Travel (Specify the percentage in the travel box below)Travel 5 % of the time to various locations and may include overnight travel by various methods of transportation.

- Work involves exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, odors, and loud noises. Hearing protection is provided.
- Requires adhering to health and safety protocols.
- Ability to work overtime as needed.
- Fast paced office environment with changing priorities.
- Daily and frequent use of personal computer and a variety of office software applications.

DESIRABLE QUALIFICATIONS

- Self-starter with a demonstrated history of showing initiative
- Knowledge of print estimating or process planning
- The ability to work under pressure and meet deadlines in a fast-paced environment

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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