



State of California
California Energy Commission
DUTY STATEMENT
CEC-004 (Revised 4/2024)

Classification(s): Digital Print Operator II

Working Title: Print Operator

Position Number: 535-206-1412-001

Division/Branch or Office: Administrative and Financial Management Services/Human Resource and Support Services Branch/ Business Service Unit

Collective Bargaining Identifier (CBID): R14

Work Week Group (WWG): 2

Date Approved: September 29, 2026

Conflict of Interest (COI): ☐ Yes ☒ No

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Job Description

Under the direction of the Staff Services Manager I, the incumbent leads and oversees all services and production within the Administrative Services Division (ASD) of the Business Services Office (BSO) Reprographics Unit and completes printing jobs that require the execution of the full range of complex operating commands and electronic manipulation functions. The position is full journey level, responsible for duties related to the preparation, operation, and maintenance of a variety of digital printing equipment including their finishing attachments, while adhering to all guidelines and best practices for industrial workplace safety, and environmental legislation.

This position requires that the incumbent work cooperatively and maintain satisfactory personal relations with others, communicate effectively, follow oral and written instruction to assure quality and quantity of production, maintain regular and consistent, predictable attendance, and exercise good judgment. Coordinate in-house reproduction workload. Receive incoming requests and establish job priorities. The incumbent will ensure deadlines are met, contact job requestors if there are problems with their jobs.

Essential Duties

- 35% Utilizing Canon software linked to agency high-speed digital reproduction machines, prepare and archive digital copy jobs and complete variable data. Set up machinery and software for images larger and smaller than 8 ½" x 11" (i.e., varied paper stocks, labels, envelopes, halftones, and image registration) Retrieve and save electronics files, electronically manipulate printing files and jobs to modify digital print images and products to operate digital print equipment. Operation includes the layout of job material for maximum productivity and marrying and finishing work. Perform complex adjustments to the equipment to accommodate various sizes, types, and gauges of material to produce the best quality reproductions of nonstandard originals. Report equipment abnormalities to designated equipment vendors. Provide counts of completed documents and package for shipment. Perform light daily maintenance including toner replenish and toner waste disposal. Enter commands for various in line finishing equipment per customers request including perfect binder, booklet finisher, trimmer, and folders. Communicate any digital file issues to the requested staff for corrections.
- 35% Retrieve electronic files from the Business Service Request inbox. Review print jobs to ensure accuracy of job ticket. Manipulate printing files by using printing software to size, crop, mask, rotate images, shade images, remove, or add watermarks, stretch images, merge files, merges documents by combining digital masters from originals. Perform the less complicated manipulation of colors by using the printer's graphic setting and perform regular diagnostic color correction/adjustment to create optimum color quality on all print jobs. Update the customer when print jobs are being printed, bound, or completed.
- 20% Actively supports a safe and hazard free workplace by practicing industrial workplace safety procedures and practices when operating large equipment. Compiles and maintains daily statistics off the printers, capturing the number of jobs and the type of jobs reproduced to establish a print history. Assist in the bindery/finishing area and set-up and operate different bindery equipment and perform minor maintenance and production with these machines. Perform basic math calculations and take accurate measurements. Provide standard repetitive handwork and related finishing duties. Review customers' final print jobs for quality and quantity assurance.



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Marginal Duties

10% Serve as a backup courier for the U.S. Postal Service, assisting with large mailouts, dropping off permit mail, operating mailroom equipment including address right printer and envelope design software supporting SCO runs, and performing additional duties as needed.

Knowledge, Skills, and Abilities

Knowledge of: 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.

Ability to: 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.

Working Conditions

The CEC supports a hybrid workplace model with office-based and remote-centered workers. Limited in-person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance is essential to successful performance. This position is office-based, which means the incumbent works more than 50 percent of their time from the office headquarters. This position is in-office five days a week.

Diversity and Inclusion Statement

Serving all Californians, the CEC embodies diversity, equity, and inclusion, and has taken an active and meaningful role in creating an environment that enables each employee to thrive.

Employee's Acknowledgement: I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

Employee's Name (Print): _____

Employee's Signature: _____ **Date:** _____

Supervisor's Acknowledgment: I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

Supervisor's Name (Print): _____

Supervisor's Signature: _____ **Date:** _____