

DUTY STATEMENT

GS 907T (REV. 03/05)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

13058, 13068-OSP

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of State Publishing	POSITION NUMBER (Agency - Unit - Class - Serial) 331-720-1411-906
UNIT NAME AND CITY LOCATED Imaging and EDMS Program—Days - Sacramento	CLASS TITLE Digital Print Operator I-(LT 12 mos Full Time)
WORKING DAYS AND WORKING HOURS Monday through Friday 6:30 am to 2:30 p.m.	SPECIFIC LOCATION ASSIGNED TO Sacramento, CA 95811
	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)
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.	

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general supervision of the Imaging and Electronic Document Management System (EDMS) Supervisor, the Digital Print Operator I (DPO I) will receive training on set-up and operation of all digital equipment, production software and finishing equipment to perform duties related to the conversion of paper documents to electronic format as well as the reproduction and assembly of printed materials using high-speed digital and optical scanning and printing devices.

% 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. (Use additional sheet if necessary)
-----------------------------	--

50%	<p>The duties will be accomplished in accordance with the guidelines of the Department of General Services (DGS), Office of State Publishing (OSP) operations manual, directives of the Government Code of Regulations and the State Administrative Manual.</p> <p>The Department of General Services' (DGS) Core Values and Employee Expectations are the 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.</p> <p>This position requires a background check and fingerprints. Also, requires the successful candidate take and pass physical examination with a physical lifting test.</p> <p><u>ESSENTIAL FUNCTIONS</u></p> <p>The following duties will be accomplished in accordance with the Department of General Services (DGS) and the Office of State Publishing's policies, procedures, and guidelines. The DPO I will exercise a high degree of initiative and independent judgment in regularly performing the duties of the Imaging and EDMS Unit. With training, the incumbent will be required to work with customer's files to meet production output standards.</p> <p><u>Prepping:</u></p> <ul style="list-style-type: none"> • Receive and prioritize scanning jobs. • Receive and interpret job ticket instructions. • Prepare documents for scanning by batching, sorting, flattening, removing staples/paper clips/post-it notes, unfold edges, and identify and improve poor quality images without altering content and preliminary indexing. • Organize documents to ensure they are in the correct sequence for scanning. • Verify count, quality, and pagination.
------------	---

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

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
-------------------------	----------------------	------

DUTY STATEMENT

GS 907T (REV. 03/05)

RPA-13058, 13068-OSP

% 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 additional sheet if necessary)</i>
20%	<p><u>Essential Functions (continued)</u></p> <p><u>Scanning:</u></p> <ul style="list-style-type: none"> • Configure scanner to appropriate specification for each project, as required. • Prioritize workload to ensure timely completion of project , as required by the job tickets. • Independently load and scan confidential and sensitive paper based documents, such as architectural plans, manuals and other types of documents using the digital scanning equipment. • Manipulate project files, create digital files, impose, create electronic job tickets, and program job for materials needed to occasionally print jobs identify, organize, transfer and protect essential and/or vital records, documents, files for disaster preparedness and recovery needs. • Save and store documents using a File Transfer Protocol (FTP). • Transfer digital images to the EDMS for indexing. • Implement established quality control measures to ensure accuracy and completion of each project. • Identify, organize, transfer and protect essential and/or vital records, documents, files for disaster preparedness recovery needs. • Ensure document scanning procedures and desk manuals are followed. • Reproduce architectural drawings and specification manuals as required and verify page count and pagination is accurate. • Collate drawings and specification manuals for binding per customer's request. • Package completed projects and distribute per job ticket. • Report discrepancies to the Scanning Unit's Lead.
15%	<p><u>Indexing:</u></p> <ul style="list-style-type: none"> • Manually enter documents/file identifier (taxonomy) to each scanned document/file, as specified by customers to ensure proper document storage and retrieval. • Retrieve submitted electronic document files using present equipment, network, and software, enhance document for legibility; log and maintain requests; deliver requested documents to departmental units and make recommendations on upgrading or implementing new systems as appropriate. • Validate documents by performing quality control checks for customer's specified indexing. • Report any error to the Scanning Unit's Liaison-Lead. • Serve as a backup to the Liaison.
10%	<p><u>Other Services:</u></p> <ul style="list-style-type: none"> • Provide binding and finishing services which includes; comb binding, drilling or punching, inserting Chicago screw post, stapling, and folding. • Manually and visually set-up and operate the Cannon 7010/7011 and Cannon 9280 including finishing equipment BLM 200/BLM550 in-line stitchers and trimmer equipment following OSP procedures and manufacturers recommended instructions. • Assist with manually set-up and operate finishing equipment including hydraulic drills, cutters, heavy-duty stitcher and comb binding machines. • Accurately prepare mailing labels. • Accurately charge and bill hours worked. • Ensure product is boxed up and ready for mail pick and/or delivery in order to meet the customer's deadline dates. • Apply hands-on training on the BQ470 Perfect binder, Duplo Stitcher, Cannon 7010/7011 and Océ 6320 including finishing equipment. • Package sets and distribute per job ticket. • Document and assist with Mail/Delivery Log. • Report mail and delivery problem to the Unit's Lead. • Required to train on preventive maintenance by reading and studying all equipment manuals. • Accurately record the production, material and time by learning and be able to use print management and the time keeping system (LOGIC). • Make service calls when required and where to record the service calls in the problem log.

DUTY STATEMENT

GS 907T (REV. 03/05)

RPA-13058, 13068-OSP

% 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 additional sheet if necessary)</i>
5%	<p><u>MARGINAL FUNCTIONS</u></p> <p>In order to scan the customer's hard copy and manipulate files, create digital files, impose, create electronic job ticket and program job for materials needed to print the job and to support the operations of the unit. The incumbent will perform the following duties:</p> <ul style="list-style-type: none"> • Assist with the training of new staff on how to retrieve digital files by using various file transfer methods, as required. • Receive e-mails and prepare files for digital printing. • Required to assist with the training on preventive maintenance by reading and studying all equipment manuals. • Accurately record the production, materials, and time by completely comprehending the time keeping system (LOGIC). • Make service calls when required and where to record the service calls in the problem log. • Fill out project Accounting and Leave (PAL/ABMS) information, complete Equipment Downtime Logs and Job Progress Logs utilizing the data base applications in order to keep required log information current following OSP procedures. <p>Overtime may be required due to job requirements such as but not limited to the Governor's Budget, the Legislature and contractual client obligations during peak period workloads.</p> <p><u>KNOWLEDGE AND ABILITIES</u></p> <p><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.</p> <p><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.</p> <p><u>SPECIAL CHARACTERISTICS</u></p> <ul style="list-style-type: none"> • 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. • Aptitude for and interest in machine operation. • Neatness; orderliness; alertness; manual dexterity. • Willingness to follow a prescribed routine, stand for long periods of time, and work in noisy surroundings <p><u>ADDITIONAL DESIRABLE QUALIFICATIONS</u></p> <ul style="list-style-type: none"> • Graduation from high school or equivalent. <p><u>DESIRABLE QUALIFICATIONS</u></p> <p><u>SPECIAL PERSONAL CHARACTERISTICS</u></p> <ul style="list-style-type: none"> • Can require overtime on a frequent basis (daily, weekends and holidays) consistent with Unit 14 M.O.U. • Ability to work all shifts (days, evenings or nights) weekends and holidays. • Take measurements using fractions and apply basic mathematical functions

DUTY STATEMENT

GS 907T (REV. 03/05)

RPA-13058, 13068-OSP

% 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 additional sheet if necessary)</i>
	<p><u>INTERPERSONAL SKILLS</u></p> <ul style="list-style-type: none"> • Oral and written communication skills. • Requires training/working and communicating in a large, noisy and dusty industrial facility. • Follow written and oral directions. • Work independently, or as a team member. • Work cooperatively and interact courteously with all levels of staff, customers, vendors and other parties. • Understand and follow DGS, OSP policies and procedures. <p><u>WORK ENVIRONMENT, PHYSICAL AND MENTAL ABILITIES</u></p> <p><u>Work Expectations:</u></p> <ul style="list-style-type: none"> • Be at your respective workstation ready for work at the starting time of your shift. • Return on time to your respective work station ready to work after breaks and lunch. • Demonstrate reliability in attendance. • Frequent use of a computer at a work station • Efficiency, conscientiousness and professionalism. • Maintain an organized work area including storage of equipment, supplies and personal belongings. <p><u>Physical Abilities:</u></p> <ul style="list-style-type: none"> • Stand while performing the duties of the position. • Medium strength required to exert up to 50 pounds of force frequently to move objects. • Requires working in a large, noisy and dusty industrial facility. <p><u>Mental Abilities:</u></p> <ul style="list-style-type: none"> • Ability to effectively handle stress and deadlines. <p><u>Safety:</u> Follow all OSP safety rules and procedures:</p> <ul style="list-style-type: none"> • Promote safe work practices by all employees. • Promote a safe working environment for all employees. • Do not attempt to operate equipment, use materials or perform a new task until the associate safety hazards and methods to protect yourself have been explained to you. • Never attempt to operate or use malfunctioning tools or equipment, and never attempt to use a tool that is not designed to perform the task you need to do. • Never alter or modify original tools or equipment. • Make sure you know how to properly use and take care of any required protective equipment and always use your equipment when it is required. • Keep your work area organized and as clean as possible. • If you see a safety hazard, inform your co-workers, and notify your supervisor immediately; close calls and near misses are accidents that almost injure someone including you.