Digital Print Operator 1
Exam Code: 0PBED
Department: State of California
Exam Type: Servicewide, Open
Final Filing Date: Continuous

CLASSIFICATION DETAILS

Digital Print Operator 1 – $3,269.00 - $4,093.00 per month

View the Digital Print Operator 1 classification specification

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12)** months.

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the "Taking the Exam" section.

Special Testing Arrangements:

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources

CalCareer Service Center
1810 16th Street
Sacramento, CA 95814

Phone: (866) 844-8671
Email: CalCareer@CalHR.CA.GOV

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Digital Print Operator 1

Either I

In the California state service, one year of experience equivalent to an Office Assistant (General) or Bookbinder I.

Or II

Two years of experience performing general clerical duties that include operation of general office equipment including but not limited to photocopiers, laser printers, and word processing equipment.

POSITION DESCRIPTION

Digital Print Operator 1

This is the entry and first journey level in the series. Under general supervision, incumbents perform a variety of complex tasks associated with completing high-speed duplication and/or digital printing work. This work includes entering commands into the equipment being operated, performing the less complex digital manipulations needed to prepare the printing job, and performing the finishing tasks associated with the assigned printing jobs.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation.** To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Principles and procedures used to operate high-speed or digital print equipment
2. Papers and tools used in high-speed print duplication
3. Record-keeping practices, supply inventory, and requisition processes
4. Basic electronics and computer commands used to operate digital print equipment
5. Safety requirements applied in the operation of large equipment
6. Industrial workplace safety practices

Ability to:

1. Operate digital print equipment
2. Perform minor repairs
3. Prepare job for shipment
4. Follow oral and written instructions used to complete printing jobs
5. Organize, prioritize, schedule, and structure multiple work tasks in order to optimize efficient use of print capabilities
6. Identify minor problems with print jobs or equipment and make corrections
7. Take measurements using fractions and apply basic mathematical functions (addition, subtraction, multiplication, and division)
8. Set up and operate various types of finishing equipment including hydraulic drills, cutters, heavy-duty stitchers, and comb binding machines
9. Interact effectively and courteously with all levels of personnel, customers, vendors, and other parties
10. Move and/or lift up to 50 pounds
11. Stand for long periods of time

ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the **Digital Print Operator 1** classification will be established for the State of California (all State of California departments, statewide).

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility. Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application (Std. form 1093) is available online**.** Additional information on veteran benefits is available at the Department of Veterans Affairs.

EXAMINATION INFORMATION

Preview of the Digital Print Operator 1 Training and Experience Evaluation

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

We recommend using Chrome, Firefox, or Edge for optimal performance when accessing the examination.

Take the Digital Print Operator 1 examination

TESTING DEPARTMENTS

State of California (all State of California departments)

CONTACT INFORMATION

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EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your **CalCareer Account.**

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification form the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.