

## CLASSIFICATION SPECIFICATION

|                           |             |                         |                 |
|---------------------------|-------------|-------------------------|-----------------|
| <b>FLSA:</b>              | <b>NEXP</b> | <b>Job Code:</b>        | <b>ACV31505</b> |
| <b>Job Class Code:</b>    | <b>530</b>  | <b>Salary Schedule:</b> | <b>AREG</b>     |
| <b>EEO Category:</b>      | <b>07</b>   | <b>Grade:</b>           | <b>16</b>       |
| <b>Workers Comp Code:</b> | <b>9410</b> |                         |                 |

|                              |                 |                        |                 |
|------------------------------|-----------------|------------------------|-----------------|
| <b>Job Code Established:</b> | <b>07/01/89</b> | <b>Effective Date:</b> | <b>07/01/89</b> |
| <b>Job Code Revised:</b>     |                 | <b>Effective Date:</b> |                 |

**JOB CODE SERIES:** Printing and Graphic Arts Series

**JOB CODE TITLE:** DUPLICATING SERVICES SUPERVISOR I

**HRIS TITLE:** DUPLG SVCS SPV I

**CHARACTERISTICS OF THE CLASS:** Works under general supervision of higher level duplicating supervisor or administrative officer. Has the authority to reproduce jobs in most efficient and cost effective manner; to prioritize work; to make time and cost saving decisions. This is a dual-concept class which includes supervision and participation in the operation of a small, complete, centralized printing operation; and as an adjunct, may supervise agency mail operations; OR in a large operation, supervises and participates in operation of a section and performs administrative support activities for the total print shop operation. Work product consists of a functioning work unit; cost effective operation; finished printed material. Responsible for effective supervision of a duplicating operation; establishing and maintaining quality and safety standards.

**EXAMPLES OF DUTIES:** Supervises and instructs subordinate workers who are skilled in machine operation performing work requiring considerable attention to detail. Inspects work of subordinate level workers for quality control. Reviews work products or achievements of subordinate workers, evaluates work, and formulates plans for improvement. Operates offset printing equipment; prints a variety of line, half-tone, solid and multi-color copy that requires exact registration. Operates process camera, develops film into negative; masks, strips, and opaques negatives, makes appropriate plates for press. May supervise mailroom activities. Mixes chemicals, inks, etc., for film development and printing. Makes operator adjustments to equipment according to job specifications. Schedules printing jobs. Maintains administrative records of time and materials used for jobs. Requisitions material and equipment. Performs related work as required.

**WORK CONDITIONS:** Works in an area where unpleasant odors of inks and chemicals exist; may be required to lift up to 50 pounds.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** department regulations, procedures and policies related to assignment; paper texture, weight and grain; methods of adjusting and operating equipment related to assignment; administrative recordkeeping procedures; processes and procedures of mixing inks, chemicals and additives; process of exposing, developing and finishing lithographic films; knowledge sufficient to oversee and participate in the collection, sorting, preparation and delivery of mail; office practices and procedures; leadership and work management principles and practices.

**Skill in:** operating duplicating equipment including offset press and process camera.

**Ability to:** communicate verbally and in writing; plan production of printing jobs; plan for equipment and personnel needs; establish and maintain work relationships; perform mathematical calculations; apply supervisory and work management techniques; motivate subordinate staff; prioritize workload; instruct mail service staff in mailroom activities; lift up to 50 pounds.

**SPECIAL SELECTION FACTOR:** Requires the ability to pass a post-offer physical exam.