

AUDITOR OF STATE
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
DIGITAL PUBLISHING OPERATOR

SERIES NO.:
1241

MAJOR AGENCIES:
STATE AUDITOR ONLY

EFFECT. DATE: **NEW EFF. DATE:**
07/04/1999

SERIES PURPOSE:

THE PURPOSE OF THE DIGITAL PUBLISHING OPERATOR SERIES IS TO RECREATE, EDIT & ASSEMBLE DOCUMENTS THROUGH THE USE OF DIGITAL PUBLISHING EQUIPMENT.

AT THE LOWER-LEVELS, INCUMBENTS OPERATE DIGITAL PUBLISHING EQUIPMENT TO RECREATE & ASSEMBLE DOCUMENTS FOR THE AGENCY.

AT THE HIGHER-LEVEL, INCUMBENTS FUNCTION AS A LEAD WORKER OVER LOWER-LEVEL DIGITAL PUBLISHING OPERATORS TO DIRECT THE USE OF DIGITAL PUBLISHING EQUIPMENT & OVERSEE PRODUCTION OF AGENCY PRINT SHOP.

THIS SERIES DOES NOT INCLUDE TYPESETTING TECHNICIANS, OPERATORS OF PRINTING MACHINES OR OPERATORS OF PRINTING PRESSES.

CLASS TITLE:

DIGITAL PUBLISHING APPRENTICE

CLASS NUMBER:

12410

EFFECTIVE DATE:

07/04/1999

NEW EFFECTIVE DATE:

CLASS CONCEPT:

THE DEVELOPMENTAL LEVEL CLASS WORKS UNDER GENERAL SUPERVISION & REQUIRES WORKING KNOWLEDGE OF ELECTRONIC PUBLISHING EQUIPMENT.

CLASS TITLE:

DIGITAL PUBLISHING OPERATOR 1

CLASS NUMBER:

12411

EFFECTIVE DATE:

07/04/1999

NEW EFFECTIVE DATE:

CLASS CONCEPT:

THE FULL PERFORMANCE LEVEL CLASS WORKS UNDER GENERAL SUPERVISION & REQUIRES CONSIDERABLE KNOWLEDGE OF ELECTRONIC DIGITAL PUBLISHING EQUIPMENT IN ORDER TO CREATE QUALITY DOCUMENTS.

CLASS TITLE:

DIGITAL PUBLISHING OPERATOR 2

CLASS NUMBER:

12412

EFFECTIVE DATE:

07/04/1999

NEW EFFECTIVE DATE:

CLASS CONCEPT:

THE ADVANCED PERFORMANCE LEVEL CLASS WORKS UNDER GENERAL DIRECTION & REQUIRES THOROUGH KNOWLEDGE OF ELECTRONIC DIGITAL PUBLISHING EQUIPMENT IN ORDER TO LEAD LOWER-LEVEL WORKERS IN CREATING QUALITY DOCUMENTS.

CLASS TITLE: DIGITAL PUBLISHING APPRENTICE	CLASS NO.: 12410	BARG. UNITS: 050
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EFFECTIVE DATE:

07/04/1999

NEW EFFECTIVE DATE:

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

UNDER DIRECTION OF A DIGITAL PUBLISHING OPERATOR 1 &/OR 2, OPERATES DIGITAL PUBLISHING EQUIPMENT (XEROX DOCUTECH 135) & RELATED NETWORK SUPPORT DEVICES (E.G., NETWORK SERVER, XEROX JOB MANAGER, SCANNER & OFF-LINE TAPE DRIVE STORAGE UNIT) TO CREATE PROFESSIONAL QUALITY DOCUMENTS (E.G., MANUALS, BROCHURES, REPORTS, NEWSLETTERS, MEMORANDUMS & INFORMATIONAL BOOKLETS).

REVIEWS PROCESSED DOCUMENTS FOR REGISTRATION, JUSTIFICATION & CLARITY. MONITORS OUTPUT FOR QUALITY/ACCURACY OF PRODUCTION. REVIEWS DOCUMENT FOR CORRECT SET-UP, LAYOUT & APPEARANCE.

GATHERS SUPPLIES (E.G., PAPER, DRY INK, FUSER AGENT, STAPLE WIRE, BINDER TAPE & TABS) FROM STORAGE AREA TO COMPLETE JOB & STOCK NEW SUPPLIES.

OPERATES PERIPHERAL EQUIPMENT (E.G., HYDRAULIC CUTTER, DRILL PUNCH, FOLDER & BINDING EQUIPMENT) TO PERFORM FINISHING TASKS; KEEP ACCURATE RECORDS OF EACH JOB ORDER & TRACKS PRODUCTION.

MAJOR WORKER CHARACTERISTICS:

KNOWLEDGE OF GRAPHIC COMMUNICATION TECHNOLOGY; DIGITAL PUBLISHING EQUIPMENT (E.G., XEROX DOCUTECH 135; XEROX 5090, SCANNER) SAFETY PRACTICES & PROCEDURES*; ADDITION, SUBTRACTION, MULTIPLICATION & DIVISION; PUBLIC RELATIONS*; AUDITOR OF STATE POLICIES & PROCEDURES*. SKILL IN OPERATION OF DIGITAL PUBLISHING EQUIPMENT*; PERSONAL COMPUTER (E.G., DESKTOP PUBLISHING); PERIPHERAL PRINTING EQUIPMENT (E.G., FOLDER, SHRINK WRAPPER, DRILL PRESS/PUNCH, BINDERY EQUIPMENT, CUTTER)*. ABILITY TO WORK WITHIN DEADLINES; UNDERSTAND MECHANICAL PROCEDURES; CARRY OUT ASSIGNED TASKS WITHIN NOISY ENVIRONMENT; DEMONSTRATE DEXTERITY; USE ARMS, HANDS & FINGERS SKILLFULLY; LIFT UP TO 70 POUNDS; STAND, SIT OR BEND FOR LONG PERIODS OF TIME.

(*) DEVELOPED AFTER EMPLOYMENT.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

3 MOS. TRG. OR 3 MOS. EXP. IN OPERATING PERSONAL COMPUTER; ABILITY TO ADD, SUBTRACT, MULTIPLY, & DIVIDE WHOLE NUMBERS & TO READ & WRITE COMMON VOCABULARY.

-OR EQUIVALENT OF MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT NOTED ABOVE.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

NOT APPLICABLE.

UNUSUAL WORKING CONDITIONS:

FREQUENTLY EXPOSED TO NOISE FROM MACHINES & EQUIPMENT.

CLASS TITLE: DIGITAL PUBLISHING OPERATOR 1	CLASS NO.: 12411	BARG. UNITS: 050
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EFFECTIVE DATE:

07/04/1999

NEW EFFECTIVE DATE:

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

ASSISTS IN THE OPERATION OF DIGITAL PUBLISHING EQUIPMENT ALONG WITH RELATED NETWORK SUPPORT DEVICES (E.G., XEROX DOCUTECH 135, NETWORK SERVER, XEROX JOB MANAGER, SCANNER & OFF-LINE TAPE DRIVE STORAGE UNIT) TO CREATE PROFESSIONAL QUALITY DOCUMENTS (E.G., MANUALS, BROCHURES, REPORTS, NEWSLETTERS & BOOKLETS). REVIEWS PROCESSED DOCUMENTS FOR REGISTRATION, JUSTIFICATION & CLARITY. MONITORS PRINTER OUTPUT FOR QUALITY OF PRODUCT. REVIEW DOCUMENT FOR CORRECT SET-UP, LAYOUT & APPEARANCE.

GATHER SUPPLIES (E.G., PAPER, DRY INK, FUSER AGENT, STAPLE WIRE, BINDER TAPE, TABS, FROM STORAGE AREA TO COMPLETE JOB & STOCKS NEW SUPPLIES). OPERATES PERIPHERAL EQUIPMENT (E.G., HYDRAULIC CUTTER, DRILL PUNCH, FOLDER & BINDING EQUIPMENT) TO PERFORM FINISHING TASKS; KEEP ACCURATE RECORDS OF EACH JOB ORDER & TRACKS PRODUCTION.

MAJOR WORKER CHARACTERISTICS:

KNOWLEDGE OF GRAPHIC COMMUNICATION TECHNOLOGY; DIGITAL PUBLISHING EQUIPMENT (E.G., XEROX DOCUTECH 135; XEROX 5090, SCANNER) SAFETY PRACTICES & PROCEDURES; ADDITION, SUBTRACTION, MULTIPLICATION & DIVISION; PUBLIC RELATIONS*; AUDITOR OF STATE POLICIES & PROCEDURES*. SKILL IN OPERATION OF DIGITAL PUBLISHING EQUIPMENT; PERSONAL COMPUTER (E.G., DESKTOP PUBLISHING); PERIPHERAL PRINTING EQUIPMENT (E.G., FOLDER, SHRINK WRAPPER, DRILL PRESS/PUNCH, BINDERY EQUIPMENT, CUTTER)*. ABILITY TO WORK WITHIN DEADLINES; UNDERSTAND MECHANICAL PROCEDURES; CARRY OUT ASSIGNED TASKS WITHIN NOISY ENVIRONMENT; DEMONSTRATE DEXTERITY; USE ARMS, HANDS & FINGERS SKILLFULLY; LIFT UP TO 70 POUNDS; STAND, SIT OR BEND FOR LONG PERIODS OF TIME.

(*) DEVELOPED AFTER EMPLOYMENT.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 MOS. TRG. OR 6 MOS. EXP. IN GRAPHIC COMMUNICATION TECHNOLOGY (E.G., DESKTOP PUBLISHING) & OPERATION OF REPRODUCTION EQUIPMENT OR DIGITAL TECHNOLOGY (E.G., XEROX DOCUTECH 135, XEROX 5090, SCANNER); ABILITY TO ADD, SUBTRACT, MULTIPLY & DIVIDE WHOLE NUMBERS & TO READ & WRITE COMMON VOCABULARY.

-OR EQUIVALENT OF MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT NOTED ABOVE.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

NOT APPLICABLE.

UNUSUAL WORKING CONDITIONS:

FREQUENTLY EXPOSED TO NOISE FROM MACHINES & EQUIPMENT.

CLASS TITLE: DIGITAL PUBLISHING OPERATOR 2	CLASS NO.: 12412	BARG. UNITS: 050
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EFFECTIVE DATE:

07/04/1999

NEW EFFECTIVE DATE:

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

FUNCTIONS AS LEAD WORKER OVER LOWER-LEVEL DIGITAL PUBLISHING OPERATORS (E.G., PRIORITIZE & ASSIGN PRODUCTION TASKS, ENSURE PROMPTNESS, QUALITY & QUANTITY OF PRODUCT, TRAINS LOWER-LEVEL STAFF, ASSIST IN PREVENTIVE MAINTENANCE).

OPERATES & ASSISTS STAFF IN OPERATING DIGITAL PUBLISHING EQUIPMENT & RELATED NETWORK SUPPORT DEVICES (E.G., XEROX DOCUTECH 135, NETWORK SERVER, XEROX JOB MANAGER, SCANNER TAPE DRIVE STORAGE UNIT) TO CREATE PROFESSIONAL QUALITY DOCUMENTS (E.G., MANUALS, BROCHURES, REPORTS, NEWSLETTERS & BOOKLETS); REVIEWS PRINTED MATERIAL FOR COMPLETENESS, QUALITY, REGISTRATION, SET-UP & LAYOUT; MAKE ADJUSTMENTS ON EQUIPMENT, PERFORMS MINOR REPAIRS & PREVENTIVE MAINTENANCE ON EQUIPMENT (E.G., BINDER, FOLDER, HYDRAULIC CUTTER). PROVIDES TRAINING IN OPERATING DIGITAL PUBLISHING EQUIPMENT, SCANNER, DRILL PRESS, CUTTER & SHRINK WRAPPER.

ORDER SUPPLIES; REVIEW TRAINING MANUALS ON EQUIPMENT & ACQUIRE UP-TO-DATE INFORMATION ON NEW TECHNIQUES ON A REGULAR BASIS.

MAJOR WORKER CHARACTERISTICS:

KNOWLEDGE OF GRAPHIC COMMUNICATION TECHNOLOGY; DIGITAL PUBLISHING EQUIPMENT (E.G., XEROX DOCUTECH 135; XEROX 5090, SCANNER) SAFETY PRACTICES & PROCEDURES; LEAD WORK PRINCIPLES & TECHNIQUES; PUBLIC RELATIONS; EMPLOYEE TRAINING & DEVELOPMENT*; INVENTORY CONTROL*; AUDITOR OF STATE POLICIES & PROCEDURES*. SKILL IN OPERATION OF DIGITAL PUBLISHING EQUIPMENT; PERSONAL COMPUTER (E.G., DESKTOP PUBLISHER); PERIPHERAL PRINTING EQUIPMENT (E.G., MAIL INSERTER FOLDER, DRILL PRESS/PUNCH, BINDERY EQUIPMENT, CUTTER). ABILITY TO WORK WITHIN DEADLINES; UNDERSTAND MECHANICAL PROCEDURES; CARRY OUT ASSIGNED TASKS WITHIN NOISY ENVIRONMENT; PERFORM ROUTINE MAINTENANCE ON DIGITAL PUBLISHING EQUIPMENT & PRINT SHOP EQUIPMENT; DEMONSTRATE DEXTERITY; USE ARMS, HANDS & FINGERS SKILLFULLY; LIFT UP TO 70 POUNDS; STAND, SIT OR BEND FOR LONG PERIODS OF TIME.

(*) DEVELOPED AFTER EMPLOYMENT.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 MOS. TRG. OR 12 MOS. EXP. IN GRAPHIC COMMUNICATION TECHNOLOGY (E.G., DESKTOP PUBLISHING); 3 MOS. TRG. OR 3 MOS. EXP. IN DIGITAL PUBLISHING EQUIPMENT (E.G., XEROX DOCUTECH 135 OR XEROX 5090) OPERATION & PROCEDURES. OR COMPLETION OF ASSOCIATE DEGREE PROGRAM CORE COURSE WORK IN GRAPHIC COMMUNICATION TECHNOLOGY (E.G., DESKTOP PUBLISHING); 3 MOS. TRG. OR 3 MOS. EXP. IN DIGITAL PUBLISHING EQUIPMENT (E.G., XEROX DOCUTECH 135 OR XEROX 5090) OPERATION & PROCEDURES.

-OR 6 MOS. EXP. AS DIGITAL PUBLISHING OPERATOR 1, 12411.

-OR EQUIVALENT OF MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT NOTED ABOVE.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

NOT APPLICABLE.

UNUSUAL WORKING CONDITIONS:

FREQUENTLY EXPOSED TO NOISE FROM MACHINES & EQUIPMENT.