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

EFFECTIVE DATE: 07/04/1999

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  

**EFFECTIVE DATE:**  
07/04/1999  

**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.
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.