

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Printing Standards

SERIES NO.:

5274

MAJOR AGENCIES:

Administrative Services only

EFFECTIVE DATE:

01/09/2005

SERIES PURPOSE:

The purpose of the printing standards occupation is to research a variety of printing services, commodities & their components in order to specify manufacturing processes, sequences of production & means of production to be purchased.

At the lower level, incumbents research materials, prepare technical standards, design detailed specifications & conduct market research. At the middle level, incumbents manage operation & activities of state printing customer services unit, or develop & implement state printing procurement procedures, or oversee state printing contracts for statewide procurement for term printing and paper contracts and in addition to each preceding option, supervise assigned staff. At the highest level, incumbents administer operations of State Printing of the Department Of Administrative Services & supervise state printing supervisory personnel & secretarial support staff.

This class is restricted to use in Department Of Administrative Services only.

CLASS TITLE

Printing Standards Analyst

CLASS NUMBER

52741

PAY RANGE

31

EFFECTIVE

06/26/1994

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of chemistry, industrial technology, manufacturing, commercial or graphic arts in order to research variety of printing services, commodities & their components to identify most useful means of manufacturing, determine uniform qualitative standard & design detailed specifications meeting state's need in cost efficient manner.

CLASS TITLE

State Printing & Standards Supervisor

CLASS NUMBER

52745

PAY RANGE

14

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The supervisory level class works under general direction & requires extensive knowledge of chemistry, industrial technology, manufacturing, business procedures, commercial or graphic arts & supervisory principles/techniques in order to manage state printing customer service unit & supervise printing standards analyst in formulation of standard specifications for procurement of material, equipment & services, ensure quality standards, advise superior on quality control matters, develop methods to upgrade governmental procurement system & advise state printing administrator & state agencies regarding specification related matters; or develop & implement state printing procurement procedures, ensure procedures & procurement actions are in accordance with applicable laws, rules & guidelines, administer approval level for all bids prior to release to vendor community, administer state printing vendor compliance program, & supervise assigned staff; or oversee state printing contracts for statewide procurement, develop policies & procedures for term printing & paper contracts & supervise assigned staff.

CLASS TITLE

State Printing & Standards Administrator

CLASS NUMBER

52747

PAY RANGE

16

EFFECTIVE

08/06/1995

CLASS CONCEPT:

The managerial level class works under administrative direction & requires extensive knowledge of graphic communication technology in order to administer operations of Department Of Administrative Services' State Printing Section & supervise state printing supervisors & secretarial support staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Printing Standards Analyst	52741	07	06/26/1994	31

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.)

Based on state agencies' purchase requests & needs for commodities (e.g., case bound books, continuous forms, multi-part unit sets, maps, warrants, screen prints) & services (e.g., typesetting, art, design, color separations, photography, calligraphy), researches materials (e.g., equipment lists of manufacturers, trade journals, Franklin catalog, NIGD class-item catalog) who produce needed products, reviews & analyzes requested manufacturer product portfolio to compare manufacturer specifications (i.e., brief description of production capability, company experience & manufacturing equipment), determines products' adherence to industry standards/requirements when manufacturers do not meet state need (e.g., consults with agency to discern if state's requirements are accurate) & researches items (e.g., performs life-cycle costing considering product life & cost of product's usage, studies state & federal laws regarding use of vegetable based inks, environmentally safe chemistry & recycled paper, collects statistical data regarding paper caliper, curl, opacity, basis weight, water conductivity, P.H. & stability, reviews publications of past tests & discerns appropriate evaluation procedures) using various sources (e.g., Walden-Mott grade finder, A.S.T.M. standards federal publications) for purpose of preparing technical standards & designing detailed specifications/ physical characteristics (e.g., type of paper for actual use, desired pantone matching color, layout & imposition, caliper, quantity, production criteria to be met) for manufacturers to review, discern if standard can be met & calculate price.

Conducts market research (e.g., confers with industry representatives) on continuing basis to discern current & changing industry technology effecting cost & qualitative standards, compares with existing products being suitably used & revises existing product specifications.

Collects information & requests from state agencies & printing liaisons to determine feasibility of establishing term contracts &/or to establish item to be bought on term contract & writes & conducts surveys for completion by agency to obtain information regarding product used (e.g., quantity used annually, size & format of item used); prepares various materials (e.g., manuals, survey reports, statistical matrix & output reports) & correspondence for various purposes (e.g., to obtain manufacturer portfolios, to answer inquiries from agencies & vendors regarding specifications & products, to enable agency review of specifications, to accept possible changes from agencies based on needs to renew term contracts).

Conducts press proof tests (e.g., visual observation, magnification tests & densitometer tests) &/or arranges for laboratory testing (i.e., provides paper, ink & film for tests to be conducted) in state or private laboratory facilities depending on laboratory capability, for pre-evaluation of product or item in order to promulgate product specification.

Interacts & exchanges information with various professional organizations (e.g., National Association Of State Printing Officials, Printing Industry Of America, Business Forms Management Association, Inplant Management Association) to obtain aid & provide assistance to other states in creating specifications & establishing uniform standards as directed by state printing administrator.

MAJOR WORKER CHARACTERISTICS:

Knowledge of graphic or commercial art; graphic communication technology; chemistry; paper; ink; mechanical, mathematical & computer technology; business (e.g., procurement); public relations. Ability to interpret extensive variety of technical materials in books, journals & manuals; use algebra; write instructions & specifications concerning proper use of services/machinery; use proper research methods in gathering data.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in journalism, chemistry, graphic communication technology, commercial or graphic arts, business, industrial technology or related field of study.

-Or 2 yrs. exp. in procurement of printing services/commodities.

-Or 2 yrs. exp. in printing manufacturing position.

-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:

May require travel; may be required to work evenings &/or weekends.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
State Printing & Standards Supervisor	52745	EX	01/09/2005	14

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.)

Manages state printing customer services unit & supervises assigned staff of printing standards analysts, plans activities of unit in formulating standard specifications for procurement of supplies, material, equipment &/or services procured through competitive bidding for all state agencies, plans & implements recycled content of raw materials & life cycle costing criteria in specifications of certain products, ensures quality standard of commodity & services to be delivered will be in conformance with contract specifications, reviews & analyzes existing specifications for material, supplies, services & equipment, confers with customers regarding cost analysis specifications & other factors used in evaluation of bids to ensure compatibility;

OR

Develops & implements state printing procurement procedures, ensures procedures & procurement actions are in accordance with applicable laws, rules & guidelines, develops bid specifications, writes & maintains printing terms & conditions contained in all bids & quotes, administers final approval level for all bids prior to release to vendor community, administers authority over state printing's vendor compliance program to include addressing all complaints to vendor documentation, investigating circumstances, conducting negotiations between state agency representatives & vendors, making final determination of fault, directing corrective action & maintaining related files to ensure contracts are not awarded to vendors with history of performance problems or found not to be responsible based upon file documentation, & supervises & trains assigned staff;

OR

Oversees state printing contracts for statewide procurement, develops polices & procedures for term printing & paper contracts, instructs systems analysts in procurement area of programming needs & writes & evaluates term printing & paper contracts based on proposed revisions, quantity, usage, dollar value & customer requirements & supervises assigned staff.

Based on applicable sections of revised code, advises state printing & standards administrator on quality related matters (e.g., testing & verification procedures), develops methods to upgrade governmental procurement system (e.g., gathers information & analyzes other state & federal government procurement systems; develops cost cutting by consolidation of similar contracts), confers with state agencies to discern requirements for formation of new specifications & contracts & advises on various issues (e.g., changing technology's impact on agency operation, if agency requirement can be competitively bid), surveys agencies for product standardization (e.g., observes items in use to discover impact on specification & problem areas) & develops methods to ensure quality of goods & services is in compliance with specifications & acts as advisor to state printing & standards administrator on various matters (e.g., specification matters, formulation of contracts, technical evaluation, improvement of governmental procurement system); represents administrator in meetings with state agencies to ensure their printing needs are being met & to market new services.

Reviews & approves complex specifications to be utilized in competitive bidding of supplies, materials, equipment & services required by state agencies (i.e., invitation to bid & direct procurement); or exercises final authority for awarding term contracts, one-time bids & one-time quotes after receipt & recording of price information from vendors & makes final determination regarding bid protests from vendors.

Conducts market research (i.e., interviews industry representatives, researches reference material including technical journals & governmental publications) to collect & analyze data in order to determine suitability of currently used product, develop new product specifications needed by state agencies & establish new contracts; or exercises independent authority in determining & establishing new printing term contracts based upon usage factors of various sizes, colors & finishing work involved in printed products used by state agencies.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques*; graphic or commercial art; graphic communication technology; chemistry; paper; ink; mechanical, mathematical & computer technology; business (e.g., procurement); public relations. Ability to interpret extensive variety of technical materials in books, journals & manuals; use algebra; write instructions & specifications concerning proper use of services/machinery; use proper research methods in gathering data.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in journalism, chemistry, graphic communication technology, commercial or graphic arts; business, industrial technology or related field of study; 12 mos. exp. in procurement or manufacturing of printing services.

-Or 3 yrs. exp. in procurement of printing services.

-Or 3 yrs. exp. in printing manufacturing position.

-Or 12 mos. exp. as Printing Standards Analyst, 52741.

-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:

May require travel; may be required to work evenings &/or weekends.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
State Printing & Standards Administrator	52747	EX	08/06/1995	16

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.)

Manages & administers operation of State Printing, Department Of Administrative Services, plans & develops goals/objectives to provide quality & economical services to user agencies, develops, interprets & enforces policies & procedures & ensures compliance with applicable sections of Ohio revised code, writes administrative rules & directives relative to printing activities subject to approval of higher-level authority, directs bidding process & evaluation of bids for state printing contracts, manages state photocopier procurement program (i.e., reviews agency requisitions, background information & bids & determines/authorizes appropriate equipment or services for all state agencies), monitors development & execution of formal bid program for acquisition of non-contract printed goods, monitors development & execution of formal quotation & direct purchase acquisition system, develops & manages contract compliance program & creates & administers system of corrective actions & disciplinary procedures for non-compliance performance, organizes personnel structure & prepares tables of organization for state printing sections (i.e., customer services section & copy centers), directs preparation of section budget & implements fiscal programs (e.g., directs billing, payment of invoices) & supervises state printing supervisory & secretarial personnel (e.g., interviews applicants for direct line job vacancies; counsels employees & resolves personnel problems).

Meets with user agency representatives to discuss printing needs, problems &/or mediate disputes, coordinates printing activities with state purchasing & serves as liaison between department & graphic arts industry representatives; provides programmatic direction & administration to state forms management program & ensures compliance with statutory requirements; operates personal computer to enter, edit, retrieve &/or produce data &/or documents; utilizes state-of-art printing equipment (e.g., high tech publishing equipment; multi color printing presses; full range bindery operations) to ensure production of quality materials.

MAJOR WORKER CHARACTERISTICS:

Knowledge of graphic or commercial art; graphic communication technology; state printing regulations & administrative rules (e.g., contracts, specifications, fiscal operations)*; supervisory principles/ techniques; management*; public relations; technical writing. Skill in use of calculator. Ability to write &/or edit administrative rules, printing specifications & other technical material; define problems, collect data, establish facts & draw valid conclusions; interpret variety of technical material in books, journals & manuals.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in journalism, chemistry, graphic communication technology, commercial or graphic arts, business, industrial technology or related field of study; 24 mos. exp. in procurement or manufacturing of printing services; 3 courses or 9 mos. exp. or 9 mos. trg. in supervisory principles/techniques.

-Or 4 yrs. exp. in procurement of printing services that included 9 mos. in supervisory capacity.

-Or 4 yrs. exp. in manufacturing of printing commodities & services that included 9 mos. in supervisory capacity.

-Or 12 mos. exp. as State Printing & Standards Supervisor, 52745.

-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:

Not applicable.