

Classification and Qualification STANDARDS

Reprographics Specialist

Class Title	Class Code	FLSA
<i>Reprographics Specialist I</i>	1480	<i>Non-Exempt</i>
<i>Reprographics Specialist II</i>	1481	<i>Non-Exempt</i>
<i>Reprographics Specialist III</i>	1482	<i>Non-Exempt</i>
<i>Reprographics Specialist IV</i>	1483	<i>Non-Exempt</i>

Classification Standard Reformatted: 06-01-2013

OVERVIEW:

The Reprographics Specialist is a broad classification with four position skill levels designed to cover positions that perform the full range of reprographics functions, high speed copying, digital printing, offset printing, bindery and related services. Reprographics creates a wide range of print material and media including, but not limited to, campus stationery, brochures, newsletters, banners, posters, magnets, signage, fabric printing and CD and DVD reproduction. Incumbents receive master material from hard copy, digital or electronic media or on-line ordering programs; perform pre-press work; and prepare and operate offset presses, digital presses and high-speed copiers. In addition, incumbents proof materials and perform final finishing work such as binding, cutting and folding. Descriptions of the key functional areas encompassed within this broad classification are provided under **Core Functions**.

Four progressive position skill levels are defined within the classification based on the increasing scope, complexity and specialization within the reprographics area. Lead work responsibilities are incorporated into the position skill levels, as described below. The following descriptions provide a brief overview of each skill level; full descriptions of skill levels and the typical knowledge and skills required are provided under the section **Position Skill Levels**.

- ◆ **Position Skill Level I** – Incumbents at this level work under direct supervision performing clearly defined tasks and the less complex reprographics functions. Work requires basic computer skills and a basic working knowledge of reprographics operations.
- ◆ **Position Skill Level II** – Incumbents at this level work under general supervision to perform complex technical duties, typically in more than one core function. Work requires higher level skills and a broader or more specialized knowledge base of reprographics, as well as general knowledge of and the ability to operate the digital and computer equipment and systems used in printing and copying. Incumbents may be responsible for providing lead work direction to student assistants.
- ◆ **Position Skill Level III** – Incumbents at this level work under general supervision and perform the most complex, technical and/or specialized work requiring extensive reprographics experience and advanced knowledge and expertise. Work requires a broad and specialized knowledge base within reprographics, printing and copying. A thorough knowledge of computer and digital systems and equipment used in printing and copying is required. Incumbents may be responsible for coordinating the work within a specific functional area within the print shop, including providing lead work direction to other print shop staff and student assistants.
- ◆ **Position Skill Level IV** – Incumbents at this level work under general direction and typically are responsible for overseeing the daily operations of a large segment of or the entire print shop, which involves directly or indirectly providing lead work direction to other print shop staff and student assistants. Additionally, incumbents are often involved in supporting the shop's administrative functions, including

budget activities. Incumbents have comprehensive knowledge and technical expertise and are able to perform the most complex functions within reprographics. They also must possess advanced computer and organizational skills.

CORE FUNCTIONS:

Reprographics encompasses a wide range of functions and equipment to produce print and other media. The work of a Reprographics Specialist typically is focused in one or more of the following core functions. Descriptions of work functions included below are **not** meant to be all-inclusive or restrictive or to indicate a specific skill level within the classification; rather, they are examples that illustrate the variety of work activities that often fall under each core function to assist in the classification process.

Pre-press/Pre-flight – Prepare materials for production including graphics manipulation, limited graphic design work, desktop publishing and imposing files.

High Speed Copying (Color and Black and White) – Perform high speed duplication work including basic variable data. Work involves receiving master material from hard copies or electronic media, basic manipulation of color, preparing and setting up files and equipment for copying and finishing, reviewing all proofs and final product samples produced before releasing to customers or performing finishing work. Conduct regular and special maintenance on equipment to ensure optimal machine performance based on equipment specifications and manufacturer's recommended schedules. Initiate maintenance and service calls and record in maintenance log book, as required.

Digital Press Operations – Perform high-quality digital printing work including advanced variable data. Work involves receiving master material electronically, digitally manipulating color values, preparing and setting up files and equipment for printing and finishing, reviewing all proofs and final product samples produced before releasing to customers or performing finishing work. Conduct regular and special maintenance on equipment to ensure optimal machine performance based on equipment specifications and manufacturer's recommended schedules. Initiate maintenance and service calls and record in maintenance log book, as required.

Offset Press Operations – Perform offset printing from single- to multi- color work. Work involves receiving hard copies or electronic files and processing using computer-generated output systems. Set-up and operate one, and/or multi-color presses, mixing inks and monitoring density and registration; and performing finishing work. Conduct regular and special maintenance on equipment to ensure optimal machine performance based on equipment specifications and manufacturer's recommended schedules. Initiate maintenance and service calls and record in maintenance log book, as required.

Bindery Operations – Set up assigned machines to specifications for binding, monitor machines during the run to ensure adherence to specifications, unload, stack and prepare for shipping and delivery. In addition, perform hand bindery operations as the job requires. Maintain and troubleshoot equipment. Initiate maintenance and service calls and record in maintenance log book, as required.

Other Administrative Functions – In addition to print duties, incumbents may perform reprographics related administrative functions such as serving as the shop coordinator; assisting customers with production orders; performing customer service functions including estimating, scheduling and tracking jobs; maintaining department budget and billing records; maintaining inventories and coordinating supplies and materials; coordinating shipping and delivery of finished products; ensuring safety and quality control; overseeing equipment maintenance; and scheduling student workers.

ENTRY QUALIFICATIONS:

Entry to the first level within this classification requires basic computer skills and working knowledge of reprographics operations and functions; ability to read and write at a level appropriate for the position, ability to follow oral and written instructions; and the ability to perform mathematical calculations.

These entry qualifications would normally be obtained through completion of a high school education or equivalent certification plus one year of related experience or an equivalent combination of experience and education.

POSITION SKILL LEVELS:

Four position skill levels are defined within this classification. Factors used to determine position skill level include the scope, complexity, and specialization of work performed, including scope of lead responsibilities and accountability for work results of self and others; breadth and depth of reprographics knowledge required; breadth and depth of problem solving and organizational skills; and overall communication skills requirements.

A position is placed at the skill level where the majority of and/or most critical position responsibilities and skill requirements fall in relation to one of the four position skill levels defined below. Management assigns position responsibilities and determines position skill requirements. Progression within the classification depends first on the need for a position at a higher skill level, second on the nature of duties and requirements of the position, and third, on an employee's demonstrated and applied knowledge, skills and abilities. Progression from a lower to a higher skill level is referred to as an ***in-classification progression***.

It is important to note that position skill level definitions do not delineate entry requirements for each skill level, but are composites of the typical range of skills that may be found at that skill level; they are not all inclusive. Additionally, it is not expected that an incumbent would necessarily possess all of the skill requirements noted; individual position requirements may vary based on the specific nature of work assignments. Qualifications are defined above for entry to Position Skill Level I. ***Entry to higher skill levels within the classification assumes the ability to perform proficiently at the previous skill level.***

POSITION SKILL LEVEL I

Typical nature of work assignments:

Incumbents at this level work under direct supervision performing clearly defined tasks and the least complex reprographics functions.

In addition to the entry qualifications, work assignments typically require:

- ◆ Ability to use and/or quickly learn basic computerized systems and equipment typically used in reprographics operations.
- ◆ Ability to operate standard, less complex equipment, such as, but not limited to, high speed copiers, single and two-color presses, paper/flat cutter, folder, shrink wrapper, collator, booklet maker, drill, comb binding, puncher, tabber, inserter and addresser and a variety of small precision measuring devices.
- ◆ Ability to quickly learn to perform basic maintenance on standard equipment. Troubleshoot equipment problems and refer more complex problems to higher-level reprographics staff.
- ◆ Familiarity with paper stock and other materials used in printing.
- ◆ Ability to follow and comply with all safety and work rule regulations.
- ◆ Ability to work within a diverse environment and be service oriented in working with customers which include staff, faculty and students and to establish and maintain effective working relationships within and outside the print shop.

POSITION SKILL LEVEL II

Typical nature of work assignments:

Incumbents at this level work more independently under general supervision to perform complex technical duties typically in more than one core function. Work requires higher level skills and a broader or more specialized knowledge base of reprographics, as well as working knowledge of and the ability to operate the digital and computer equipment and systems used in printing and copying. Incumbents may be responsible for providing lead work direction to student assistants.

In addition to the knowledge, skills and abilities identified for Position Skill Level I, work at this skill level typically requires the following range of knowledge, skills and abilities. Incumbents are not necessarily expected to possess all of the knowledge, skills and abilities outlined below, but should possess those applicable to their position.

- ◆ Working knowledge of and the ability to use standard PC and Macintosh platforms, their operating systems and applicable software.
- ◆ Demonstrated understanding of and ability to operate a wide range of reprographics equipment and systems, including, but not limited to, the ability to operate pre-press equipment/software, high speed copiers (black & white and color), offset presses up to two-color, and bindery equipment. Ability to learn

new equipment and processes quickly, as well as troubleshoot applicable equipment. Requires basic knowledge of lithography and reprographics systems and operations.

- ◆ Ability to produce basic variable data on high speed copiers.
- ◆ Working knowledge of desktop publishing and graphic software and the ability to manipulate and translate media, as well as process and enhance electronic files through pre-press software. Working knowledge of campus graphics standards and procedures.
- ◆ Working knowledge of mixing and matching ink, manipulating color values and ensuring even density on the sheet and consistent color throughout the job using applicable equipment.
- ◆ Ability to manipulate and set up files and equipment in the production of a wide range of specialized material and media such as but not limited to CD, DVD, posters, banners, magnets, signs, and fabric printing.
- ◆ Work may require working knowledge of applicable U.S. Postal Service requirements and processes related to standard and automated mailing processes and other shipping and receiving methods.
- ◆ Demonstrated ability to adjust and adapt to a changing work environment and requirements including the ability to quickly learn to operate applicable new equipment/software and to obtain certifications when applicable.
- ◆ Effective communication and customer service skills.
- ◆ If assigned, ability to provide lead work direction to student assistants.

POSITION SKILL LEVEL III

Typical nature of work assignments:

Incumbents at this level work under general supervision and perform the most complex, technical and/or specialized work requiring extensive reprographics experience and advanced knowledge and expertise. Work requires a broad and specialized knowledge base within reprographics, printing and copying. A thorough knowledge of computer and digital systems and equipment used in printing and copying is required. Incumbents may be responsible for coordinating the work within one or more functional area within the print shop, including providing lead work direction to other print shop staff and student assistants.

In addition to the knowledge, skills and abilities identified for Position Skill Level II, work at this skill level typically requires the following range of knowledge, skills and abilities. Incumbents are not necessarily expected to possess all of the knowledge, skills and abilities outlined below, but should possess those applicable to their position.

- ◆ Possess specialized skills as well as a broad knowledge of reprographics operations, processes and systems.
- ◆ Proficiency in applicable PC and Macintosh platforms, their operating systems and applicable software packages.
- ◆ Thorough knowledge of the operation, adjustment and routine maintenance of mechanical, digital and computerized equipment and systems.
- ◆ Working knowledge of desktop publishing and graphic software and the ability to manipulate and translate media, as well as process electronic files using pre-press software. Thorough knowledge of campus graphics standards and procedures.
- ◆ Requires a thorough knowledge of lithography and reprographics systems and operations.
- ◆ Ability to set up and operate high speed copiers (black & white and color), digital presses and/or multi-color offset presses to produce high quality work.
- ◆ Thorough knowledge of mixing and matching ink, manipulating color values and ensuring even density on the sheet and consistent color throughout the job using applicable equipment.
- ◆ Thorough knowledge of applicable U.S. Postal Service requirements and processes related to standard and automated mailing processes and other shipping and receiving methods.
- ◆ Effective communication and customer service skills including the ability to advise customers on print needs and effectively work with designers to find creative solutions to provide products that satisfy requirements established by the customer and designer. Satisfactorily resolve customer complaints.
- ◆ Effective organizational skills to coordinate work within a specified area within reprographics and to provide lead work direction to other staff and students. Ability to effectively manage priorities in a fast-paced and changing environment.
- ◆ If assigned, ability to provide lead work direction to lower level Reprographics Specialists and student assistants.

-
- ◆ Working knowledge of department administrative procedures including job estimating, pricing and billing, reprographics budget procedures and related administrative functions.

POSITION SKILL LEVEL IV

Typical nature of work assignments:

Incumbents at this level typically are responsible for overseeing the daily operations of a large segment of or the entire print shop, which involves directly or indirectly providing lead work guidance to other print shop staff and students, and/or perform the most complex functions within reprographics and possess advanced technical knowledge and expertise and advanced computer and organizational skills. Additionally, incumbents are often involved in supporting the shop's administrative functions, including budget activities.

In addition to the knowledge, skills and abilities identified for Position Skill Level III, work at this skill level typically requires the following range of knowledge, skills and abilities. Incumbents are not necessarily expected to possess all of the knowledge, skills and abilities outlined below, but should possess those applicable to their position:

- ◆ Possess specialized skills as well as an advanced knowledge of reprographics operations, processes and systems.
- ◆ Fluency in all applicable PC and Macintosh platforms, their operating systems and applicable software packages.
- ◆ Advanced knowledge of the operation, adjustment and routine maintenance of mechanical, digital and computerized equipment and systems.
- ◆ Thorough knowledge of desktop publishing and graphic software and the ability to manipulate and translate media, as well as process electronic files using pre-press software. Complete knowledge of campus graphics standards and procedures.
- ◆ Advanced communication, problem-solving, and customer service skills including the ability to advise customers on print needs and effectively work with designers to find creative solutions to provide products that satisfy requirements established by the customer and designer.
- ◆ Advanced organizational and problem-solving skills to coordinate work production including determining priorities and allocating jobs. Thorough knowledge of workflow including the ability to set job scheduling and meet customer deadlines. Ability to effectively manage priorities in a fast-paced and changing environment.
- ◆ Thorough knowledge of lead work direction including assisting in employee selection and hiring, training employees in work procedures, prioritizing and assigning work and organizing work flow, reviewing work and providing input to performance evaluations, and promoting team work. Thorough knowledge of campus human resource practices and payroll procedures.
- ◆ Thorough knowledge of department administrative procedures including job estimating, pricing and billing, reprographics budget procedures and related administrative functions. Demonstrated ability to work within reprographics budgetary constraints. May assist in shop business planning and budget development, as well as working on equipment and material purchase and maintenance agreements.