

Regular Meeting
Tuesday, August 11, 2015
5:00 p.m. – Public Session

District Office
South Facility, Board Room
1400 E. Janss Road
Thousand Oaks, CA 91362

I. 5:00 PM OPENING PROVISIONS

- 1.1 Call to Order: Open session called to order by _____ at _____ pm
- 1.2 Pledge of Allegiance
- 1.3 Roll Call of Members:
____ Nina Brandt, Chairperson; ____ Nathan Harimoto, Vice-Chairperson; ____, Rose Jeffery, Member

II. GENERAL INFORMATION

- 2.1 Request for APPROVAL of the agenda for the regular Personnel Commission meeting on August 11, 2015, as *submitted or amended*.
Discussion/Action: M ___ S ___ Vote ___
- 2.2 Request for approval of the official minutes for the special meeting of July 8, 2015, as *submitted or amended*.
Discussion/Action: M ___ S ___ Vote ___
- 2.3 HEAR Reports / Announcements
 - A. Director, Classified Personnel
 - B. Assistant Superintendent, Personnel Services
 - C. CSEA Representative
 - D. Commissioners
- 2.4 HEAR Public on items not appearing on the Agenda **Speaker card required*

III. CONTINUOUS BUSINESS

- 3.1 Request for APPROVAL of the field of competition for active/future recruitments as *submitted or amended*.

Exam #	Recruitment / Examination Title	Field of Competition
15-272-1	Behavior Intervention Specialist	Dual Certification
15-350-1	Maintenance Electrician	Dual Certification
15-395-1	Payroll Clerk	Dual Certification
15-383-1	School Outreach Assistant	Dual Certification

Discussion/Action: M ___ S ___ Vote ___

- 3.2 Request for RATIFICATION of the employment eligibility lists as *submitted or amended*.

Exam #	Recruitment / Examination Title
15-189-1	Child Care Assistant
15-180-1	Child Nutrition Assistant I
15-391-1	Early Care Aide
15-382-1	Early Literacy Teacher
15-390-1	Graphics Technician
15-360-1	Maintenance Plumber
14-454-1	Site Computer Technician II
14-459-1	Systems Technician

Discussion/Action: M ___ S ___ Vote ___

IV. NEW BUSINESS – ACTION ITEMS

4.1 ESTABLISHMENT OF NEW JOB CLASSIFICATION / RECLASSIFICATION OF POSITION

- A. Request for motion to ESTABLISH a new classification, **Printing Services Coordinator**, and APPROVE the job specification as *submitted* or *amended*.

Discussion/Action: M ___ S ___ Vote ___

- B. Request for motion to ALLOCATE the job class of Printing Services Coordinator to salary range **75 (\$3,700-4,515)** on the Classified Unit Salary Schedule, as *submitted* or *amended*.

Discussion/Action: M ___ S ___ Vote ___

- C. Request for motion to RECLASSIFY the position of Lynn Stroud, Graphics Technician II/Warehouse Assistant to Printing Services Coordinator (new classification) without further competitive examination in accord with Education Codes 45285 and Personnel Commission Rule 6.14, effective immediately as *submitted* or *amended*.

Discussion/Action: M ___ S ___ Vote ___

4.2 REVISION TO JOB SPECIFICATION / JOB CLASS TITLE CHANGE

- A. Request for motion to APPROVE revisions to the job specification of Graphics Technician I, including CHANGE IN TITLE to Printing Services Technician, as *submitted* or *amended*.

Discussion/Action: M ___ S ___ Vote ___

V. NEXT MEETING

Wednesday, September 9, 2015, 5:00 PM – Board Room

VI. ADJOURNMENT

ADJOURN the regular Personnel Commission meeting at _____.

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

MINUTES – JULY 8, 2015

I. OPENING PROVISIONS – OPEN SESSION:

1.1~ Call to Order

The Conejo Valley Unified School District Personnel met in Regular Session on July 8, 2015, in the District Office South Board Room. The meeting was called to order at 5:00 pm by Chairperson, Mrs. Nina Brandt.

1.2 ~ Pledge of Allegiance

Mrs. Brandt led the Pledge of Allegiance.

1.3 ~ Roll Call of Members

Present were Personnel Commissioners Mrs. Nina Brandt, Chairperson Mr. Nathan Harimoto, Vice-Chairperson; and Mrs. Rose Jeffery, Member. Ms. Marina Mihalevsky, Director, Classified Personnel was also present.

II. GENERAL INFORMATION:

2.1 ~ Agenda Approval

On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission approved the agenda for July 8, 2015, as submitted.

2.2 ~ Approval of Minutes

On the motion of Mrs. Jeffrey, seconded by Mr. Harimoto and unanimously carried 3-0, the Commission approved the official minutes for May 29, 2015, as submitted.

2.3 ~ Reports/Announcements

- A. Director, Classified Personnel – Marina. Mihalevsky welcomed and introduced our new Superintendent, Dr. Ann Bonitatibus to the Commission. The Personnel Commission budget for 2015-2016 has been approved by the County Superintendent. This summer, Classified Personnel will be filling over 50 positions.
- B. Assistant Superintendent, Personnel Services – Mark McLaughlin stated he will be in the office the rest of the summer as Certificated Personnel is filling many positions as well.
- C. CSEA Representatives – Jennifer Coates, Treasurer, and JoAnn Flowers, Secretary, highlighted CSEA's accomplishments this past year, including: Scholarship, Negotiations, Ballot Counting, Re-classification, and Professional Growth Committees were formed; two (2) Paraprofessionals attended an all-expenses paid Paraprofessional Conference; each site now has one (1) to two (2) Site Representatives to field questions, assist, and direct to proper contact; two (2) additional Union Stewards, Jeannie Orth, School Office Manager, and Debra Hanna, Planning Technician, joined Michael Reyes, Custodian, for a total of three (3) Union Stewards; The Executive Board attended Training at the Field Office in February 2015; Site Representative Training was held in March 2015; Know Your Rights Training was held in April 2015. CSEA Representatives attended the following meetings: Safety, Health and Wellness, Budget, Personnel Commission, Labor and Communications, and District Advisory Council. CSEA negotiated the following: A 4% raise with a \$500 retirement incentive; 2015-2018 Contract to include a Discipline Article and updated verbiage, and the 2015-2016 Classified Calendars. Catastrophic Leave was requested by a classified employee and members donated their leave to assist; two (2) members will be attending an all-expenses paid CSEA Convention in Las Vegas, Nevada; Seven (7) \$500 scholarships were given to Seniors (students) of Classified Employees; the Annual CSEA Picnic was held and fun was had by all; In addition to the above accomplishments, Chapter membership has increased.
- D. Commissioners – Mrs. Brandt inquired about the timeline of reclassification requests and the scheduling of Reclassification Committee meetings. Ms. Mihalevsky responded that the meetings are held quarterly, and that delays happen due to scheduling conflicts of the committee members; as well as the need to schedule mandatory bargaining with CSEA before moving forward with bringing reclassification decisions for action before the Commission.

2.4 ~ Public Comments – Speaker Card Required

No comments

III. CONTINUING BUSINESS:

3.1 ~ Active/Future Recruitments

On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission approved the field of competition for the active/future recruitments submitted on the meeting agenda.

3.2 ~ Ratification of Eligibility Lists

On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission ratified the employment eligibility lists of Assistant Director, Early Education, Health Clerk, Paraprofessional/Special Education, and Secretary as submitted.

IV. NEW BUSINESS

4.1 ~ Abolishment of Obsolete Job Classes

On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0, the commission abolished the following Job Classes as submitted: Adult School CASAS Assistant, Adult School Parenting Assistant I and II, Bus Monitor, Child Guidance Assistant, Child Nutrition Operations Specialist, Child Nutrition Technician, Job Trainer, Outreach Worker-Bilingual Spanish, Paraprofessional/Adapted PE, Paraprofessional/SDC/Bilingual-Spanish, Paraprofessional/Visually Handicapped, Paraprofessional/Vocational Education, Perinatal Resource Specialist/Bilingual-Spanish, Preschool Assistant Teacher/Bilingual-Spanish, Preschool Teacher/Bilingual-Spanish, Programmer Specialist, School Office Manager/Bilingual-Spanish, Security Guard, Senior Child Guidance Assistant, Senior Clerk Typist/Bilingual-Spanish, Speech Language Pathology Assistant, and Support Data Entry Clerk.

4.2 ~ Revision to Personnel Commission Rules and Regulations – Article 33: Discipline and Appeal Proceedings (2nd Reading/Adoption)

A speaker addressed that revisions are not unnecessary, but believes the language is ambiguous and unclear and subject to varied interpretations and requests that changes be made prior to approval. The Commissioners and Ms. Mihalevsky engaged in some additional discussion on the various causes of for discipline and felt that language was appropriate. Ms. Mihalevsky suggested that she can provide further explanation via classified newsletter, if necessary.

On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously passed 3-0, the Commission approved Personnel Commission Rule, Article 33: Discipline and Appeal Proceedings as submitted.

V. NEXT MEETING

Tuesday, August 11, 2015, 5:00 pm – Board Room.

VI. ADJOURNMENT

Mrs. Brandt adjourned the regular Personnel Commission meeting at 5:53 pm.

Exam #	Recruitment	Eligibility List Expiration Date	Applications Received	Did not qualify	Invited to written/performance exam	Did not appear for written/performance exam	Did not pass written/performance exam	# recommended for oral exam	Did not appear for oral exam	Did not pass oral exam	# placed on eligibility list	# on merged eligibility list
15-189-1	Child Care Assistant	7/29/2015	58	6	52	29	3	n/a			20	29
15-180-1	Child Nutrition Assistant I	7/29/2015	40	1	39	17	4	n/a			18	22
15-391-1	Early Care Aide	7/21/2016	17	4	13	7	0	6	2	1	3	5
15-382-1	Early Literacy Teacher	7/21/2016	28	18	n/a			10	4	1	5	
15-390-1	Graphics Technician	7/13/2016	16	7	9	2	2	5	0	0	5	
15-360-1	Maintenance Plumber	7/23/2016	15	3	12	6	0	6	1	0	5	
14-454-1	Site Computer Technician II	7/24/2016	50	26	24	9	8	7	1		6	
14-459-1	Systems Technician	7/27/2016	31	14	17	11	3	3	0	0	3	

Personnel Commission 8/11/15

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: August 11, 2015 (Discussion/Action)

SUBJECT: ESTABLISHMENT OF NEW JOB CLASSIFICATION / RECLASSIFICATION OF POSITION

ISSUE:

Should the Personnel Commission approve the reclassification of the Graphics Technician II/Warehouse Assistant position assigned to the Copy Center / Business Services Division?

BACKGROUND:

The Director, Classified Personnel, conducted a desk audit of the position occupied by Lynn Stroud, Graphics Technician II/Warehouse Assistant and presented the reclassification to the Reclassification Committee for review, discussion and their advisory recommendation.

Ms. Stroud contends that she is tasked with duties and responsibilities that are outside the scope of her current job classification, Graphics Technician II/Warehouse Assistant, and that those duties have been gradually accrued over at least four (4) years due to the elimination of the Copy Center/Warehouse Supervisor, as well as the Director, Purchasing, positions. In conducting the job audit, Ms. Stroud's claim was determined to be valid, in that the loss of two supervisory level positions, one that was physically on-site at the Copy Center, left a significant void in operational oversight. At such time, Ms. Stroud began to function with a larger degree of autonomy in directing the flow of work, project priorities and assignments, budgetary analysis and budget planning for the Copy Center. Ms. Stroud must exercise sound and independent judgement in day-to-day decision making as it relates to operational planning activities which would have previously been performed by a supervisory position. In addition to the job audit, an examination of job classification structures within other comparable in size school districts lends further support that duties and responsibilities as prescribed to the position occupied by Ms. Stroud are generally assigned to positions in higher level job classes than that of Graphics Technician II/Warehouse Assistant.

The Reclassification Committee convened on June 2, 2015, with all, but one member absent. Ms. Stroud was provided an opportunity to address the committee and her work samples were presented and discussed to provide the Committee with a more in depth understanding of the scope, complexity and autonomy that is inherent in the current position of Ms. Stroud. Attending members (7) all voted in favor of upward reclassification.

STAFF RECOMMENDATIONS:

Establish a new job classification (attachment 1), Printing Services Coordinator, to properly classify the duties assigned to the position of Lynn Stroud, Copy Center / Business Services Division.

Determine the hierarchical salary placement for the new job class, Printing Services Coordinator, within existing classification structure, in consideration of internal alignment between related job classes, and external market comparison as presented below.

AGENCY/DISTRICT	JOB CLASSIFICATION	MIN	MAX
Oxnard EI SD	Reprographics Coordinator	\$ 3,712	\$ 4,514
Ventura USD	Graphics Supervisor	\$ 3,560	\$ 4,461
Ventura CCD	Graphics Communication Technician	\$ 3,607	\$ 4,474
	AVERAGE	\$ 3,636	\$ 4,488

CVUSD Classified Unit Salary Schedule

Range 73	\$ 3,626	\$ 4,425
Range 74	\$ 3,663	\$ 4,470
Range 75	\$ 3,700	\$ 4,515

The external market data is in line with internal alignment considerations, as based on scope of work and the level of work complexity, staff recommends allocating the new job class above that of Warehouse Leadworker (Range 73). As there are very few comparable positions from outside, and Ventura USD generally compensates a little less than CVUSD across most job classes in classified services, it is recommended that the position allocated the new job class to salary range 75 (\$3,700-\$4,515) on the Classified Unit Salary Schedule.

Upon Commission action, the Board of Education has final salary setting authority in accord with the provisions of Education Code 45268:

“The commission shall recommend to the governing board salary schedules for the classified service. The governing board may approve, amend, or reject these recommendations. No amendment shall be adopted until the commission is first given a reasonable opportunity to make a written statement of the effect the amendments will have upon the principle of like pay for like service. No changes shall operate to disturb the relationship which compensation schedules bear to one another, as the relationship has been established in the classification made by the commission.”

RECLASSIFICATION OF POSITION

Lynn Stroud qualifies for reclassification from the job class of Graphics Technician II/Warehouse Assistant to the new job class of Printing Services Coordinator without any further competitive examination on the basis of gradual accretion of duties, in accord with Education Code 45285 and Personnel Commission Rule 6.14.

Ms. Mihalevsky, Director, Classified Personnel, and Mark McLaughlin, Assistant Superintendent, Personnel Services, met with CSEA Chapter 620 Labor Representative, Mark Love, and Chapter President, Matt Waldman, and another member of the negotiating team, to discuss the effects of reclassification relative to aspects that fall under mandatory collective bargaining, before bringing the recommendation forward to the Personnel Commission.

RECOMMENDATION

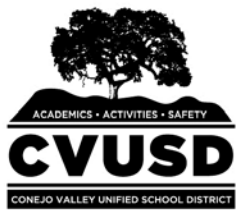
Approve agenda items 4.1 – A, B and C

ALTERNATIVES:

1. Consider alternate job classification, job titles and/or salary allocation
2. Status Quo – do not approve reclassification request

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel



Conejo Valley Unified School District
Personnel Commission

JOB DESCRIPTION

Job Family: WAREHOUSE

Salary Range:

Schedule: GenClssfd

FLSA Status: Non-Exempt Work Year: 12 Month

PC Approved:

PROPOSED TITLED: PRINTING SERVICES COORDINATOR

BASIC FUNCTION

Under general supervision of an assigned administrator, coordinate and participate in the activities of the Districts' Copy Center; operate various printing equipment; manage operational activities, including billing, requisitions, budgetary expenditures, and inventory.

DISTINGUISHING CHARACTERISTICS BETWEEN RELATED JOB CLASSES

Printing Services Coordinator is distinguished from the Printing Services Technician, in that the position is expected to have more in-depth knowledge of all copy center equipment, and take on the more complex work orders, and provide training and work direction to staff. The position functions with greater work autonomy and is expected to apply sound independent judgment in resolution of scheduling conflicts, specialized print requests, and establishing billing parameters as compared to the Printing Services Technician.

REPRESENTATIVE DUTIES/RESPONSIBILITIES

- Receive and review incoming print work orders from District departments and school sites; establish work priorities and turnaround time for order completion; provide work direction and training to copy center staff; coordinate and oversee printing activities to assure projects meet established time lines and specifications; review completed projects for accuracy; and resolve scheduling and production problems.
- Consult with departments and school sites on best format, size, color, paper stock, and type for printed materials, including forms, brochures, flyers, booklets, bulletins, and other materials as needed; provides basic training and guidance to staff in formulation of print materials for production; may advise on technical and creative aspects of print materials.
- Uses graphic design software to develop effective, eye-catching materials for print or online use including typesetting, illustration, photo editing, color separation and manipulation, layout and pre-press.
- Calculate print costs by estimating materials and labor requirements for printing projects; prepare and issue print order invoices.
- Manage and operate digital print equipment and scanners for production; operate off-line print finishing equipment to cut, collate, assemble, drill, hole punch, fold, pad, comb bind, staple and shrink wrap print materials to prepare for distribution.
- Maintain copy center equipment in proper working condition, including ensuring that print drivers and software licensing are kept up to date, replacing toner and adjusting equipment in response to minor malfunctions; contact equipment vendors for more serious malfunctions.
- Work with various software applications for record and information management as it relates to copy center activities; maintain operational records as necessary, and prepare reports as assigned, including total number of print impressions and dollar amounts invoiced.

Job Description: Printing Services Coordinator

Monitor inventory levels of printing supplies and materials; including ordering and receiving of supplies.

Evaluates the need for purchasing new equipment based on cost saving and technology needs; may interview vendors, negotiate over pricing and contractual terms; recommends vendor selection for new equipment.

Assists in the development of the annual budget for the Copy Center and manages expenditures to ensure that budget is not exceeded.

Manage the Copy Center webpage located on the District website to provide district users with relevant information on available services and order submission requirements.

Perform related job duties as assigned.

KNOWLEDGE & ABILITY REQUIREMENTS

Knowledge of:

- Operation, programming, basic maintenance, and troubleshooting of high-speed digital printers, copiers, and related equipment;
- Graphic arts, digital printing, and copy terminology;
- General bindery procedures and operation of related equipment;
- Paper stocks used in digital printing and copying;
- Microsoft Office applications and relevant graphics software
- English language fluency
- Interpersonal skills using tact, patience and courtesy; and proper telephone etiquette;
- Safe working practices and procedures
- Mathematic calculations.

Ability to:

- Learn and apply rules and regulations involved in assigned program functions;
- Learn to operate, troubleshoot and maintain copy center equipment;
- Learn software applications for billing, inventory, requisitions, and graphics arts and design;
- Analyze situations accurately and adopt an effective course of action;
- Comprehend and follow directions given verbally and in writing;
- Demonstrate mental acuity sufficient to perform the essential functions of the position;
- Communicate effectively both orally and in writing;
- Establish and maintain systems for record keeping;
- Establish and maintain cooperative and effective working relationships with others;
- Meet schedules and time lines;
- Work independently under general direction;
- Be motivated to produce high quality work product;
- Maintain a work pace appropriate to the position

TOOLS/EQUIPMENT

Job Description: Printing Services Coordinator

In order to effectively perform the essential functions of the classification, an incumbent is subject to properly operating the following tools/equipment with or without reasonable accommodation and/or on-the-job training upon job entry.

- Operate a variety of office equipment including a personal computer and job-specific software applications, and related peripheral equipment, including, but not limited to fax machine, copier, and printer.
- Operate a variety of digital and finishing equipment including, high speed production printers, folders, cutters, staplers, drills, binders, scanners.

ENTRANCE QUALIFICATIONS

Education/Experience

Graduation from High School or GED required AND three (3) years of experience in the operation of high speed printing and digital print technology. Experience in a lead capacity is desirable.

Licenses/Certifications/Special Requirements

Valid California Class C Driver's License

**Alternate variations of education/experience may be considered by Personnel Commission staff as acceptable to qualify for participation in the examination process resulting in an eligibility list.*

WORKING CONDITIONS

Physical Demands

Level: 2 - Moderate / The position duties/responsibilities are subject to: sporadic standing and walking requiring minimal cardio-respiratory endurance AND/OR routinely *lifting, pushing, pulling, carrying, moving, and/or positioning* objects weighting from 25 lbs and occasionally up to 50 lbs; the position is subject to exercising continuous manual dexterity (ie. coordinated and/or precise movement of hands, arms and fingers) to operate job-related equipment; the position is not subject to prolonged physical exertion or fatigue.

Environment/Hazards

- Print shop / warehouse work environment
- Working with and around equipment that may pose bodily injury if not operated safely and properly, such as cutters, staples and drills.
- Possible exposure to paper dust
- Must be able to secure personal transportation to and from work and to travel between district sites, if needed.

PRE-EMPLOYMENT REQUIREMENTS

- ✓ California Department of Justice/Federal fingerprints
- ✓ Tuberculosis screening
- ✓ Physical demands assessment physical
- ✓ Job knowledge/experience-based selection tests to assess minimum job competence and establish placement on the employment eligibility list used to fill job vacancies.

DISCLAIMER: This classification description is not a complete statement of essential functions, duties/responsibilities, or requirements. Stated requirements are representative of the minimum technical and behavioral job competency requirements. District Administration reserves the discretion to add or modify typical duties of a position as necessary for effective department/site operation.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: August 11, 2015 (Discussion/Action)

SUBJECT: REVISION TO JOB SPECIFICATION / JOB CLASS TITLE CHANGE

ISSUE:

Consideration of proposed changes to the job specification for Graphics Technician I (proposed change in title to Printing Services Technician).

BACKGROUND:

The job class of Graphics Technician I (attachment 1) was established by the Personnel Commission in September 1985 under the title of Offset Duplicating Operator, with the current title adopted in 2007. The proposed changes to the job specification are primarily driven by the changes in work methods, in that the current job specification speaks to the use of now obsolete equipment for reproduction of print materials – a core function of the job class.

The proposed changes (attachment 2) do not redefine the job class concept, and do not reflect any additional job functions that did not previously comprise the job concept. In essence, the scope of the job concept remains unchanged. The proposed changes accomplish the following:

- restate the essential duties and responsibilities to be better defined relative to scope of work prescribed to the job class;
- more clearly define the minimum entrance qualifications for the job class for purposes of evaluating both outside and inside applicants for eligibility to participate in the competitive selection process, and
- add knowledge and ability requirements that better define job expectations;
- brings the job specification in line with the current up-to-date format that includes other general components, including work conditions and pre-employment requirements.

Staff are proposing a change in title, from Graphics Technician I to Printing Services Technician for purposes of the job title being more representative of the nature of work assigned. The current title may suggest that the work assigned focuses more on the design and graphic arts, when in reality position(s) in the job class spend nearly ninety percent of time running high-speed digital printers for high volume reproduction of print materials and related packaging, bindery, collating, folding, etc.

RECOMMENDATION:

The following recommendations are placed on the agenda, item # 4.2:

- ADOPT revisions to the job specification, including change in title as submitted or amended.

ALTERNATIVES

- Status Quo
- Adopt with amendments

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel



Conejo Valley Unified School District
Personnel Commission

JOB DESCRIPTION

Job Family: WAREHOUSE

Salary Range: 57

Schedule: GenClssf

FLSA Status: Non-Exempt Work Year:

PC Approved:

PRINTING SERVICES TECHNICIAN GRAPHICS TECHNICIAN I

BASIC FUNCTION

Under general supervision, operate high-speed digital printers, copiers, bindery and related equipment to produce a variety of printed materials; assist staff in planning and developing printing projects.

~~Under general supervision, to operate offset duplicating equipment and high-speed copiers and auxiliary equipment for the purpose of reproducing a variety of printed materials; to perform preventive maintenance tasks and simple repairs on equipment; to perform related clerical duties; to do related work as required.~~

DISTINGUISHING CHARACTERISTICS BETWEEN RELATED JOB CLASSES

Positions in the Printing Services Technician job classification are expected to complete routine print orders independently timely and accurately; work direction is received to assist in establishing work priorities and print schedules, and in preparing of the more complex print orders for printing. The job class of Printing Services Coordinator plans, manages and participates in the Copy Center operations and allocates more time to preparing more complex print jobs for production.

REPRESENTATIVE DUTIES/RESPONSIBILITIES

Receive, schedule and prioritize printing orders and operations; confer with staff to establish requirements and schedule work.

~~Receives orders for offset reproduction jobs and runs the required numbers of copies;~~

Evaluate original submission for print readiness; contact originator to communicate about print parameters or suggestions for changes that will yield optimal print quality and efficiency.

Advise District staff on various aspects of printing, including reproduction materials, print methods, design concept ideas, and associated project costs; prepares job quotes and invoices on routine print orders.

Prepare and manage high-speed digital printers, copiers, and related equipment for production of high volume print materials, including forms, flyers, brochures, reports, and other materials, and monitor production; adjust equipment settings to enhance clarity of printed materials.

~~Operates offset duplicating equipment and high-speed copiers in the reproduction of such materials as bulletins, booklets, forms, letters for District personnel and outside clients as directed;~~

~~Prepares machine for operation;~~

~~Makes negatives, enlargements and reductions; prepares for the plating process;~~

~~Types material such as bulletins, schedules and forms; justifies margins in the preparation of negatives and plates;~~

Perform a variety of bindery and finishing related duties, including assemble, bind, finish, cut, collate, staple, drill, fold and trim print materials; shrink wrap and package completed orders for distribution.

Assist in conducting inventory relative to copy center stock; notifies senior staff members, when supplies and materials are running low.

~~Assists in maintaining inventory of paper in a variety of stock, sizes and colors;~~

~~Maintains supplies including ink, solvent, cleaning fluids; cuts, collates, staples, binds and/or assembles completed printed materials;~~

Job Description: Printing Services Technician

Clean and maintain copy center equipment in proper working condition; clear paper jams; replace toner and adjust equipment in response to minor malfunctions; perform minor repairs on equipment as appropriate; report major maintenance and repair needs to appropriate personnel or vendors. Maintain work records as necessary, including records related to equipment usage and repair.

~~Cleans rollers, chooses correct blanket for type of master to be used;
Adjusts machine for paper type and weight;
Adjusts flow of repellent solution and brings ink to proper consistency;
Prepares a variety of types of plates for offset printing;
Performs minor adjustments to high-speed copiers, offset duplicating equipment and auxiliary equipment, maintaining them in good working condition and requesting servicing when necessary;~~

May use graphic design software to produce camera-ready art work for publication.

May train and provide work direction to copy center volunteers or student helpers.
~~Trains, directs and oversees the work of student helpers as assigned;~~

Performs other job related duties as assigned.
~~Performs related duties similar to the above in scope and function as required.~~

KNOWLEDGE & ABILITY REQUIREMENTS

Knowledge of:

Operation, programming, basic maintenance, and troubleshooting of high-speed digital printers, copiers, and related equipment;
Graphic arts, digital printing, and copy terminology;
General bindery procedures and operation of related equipment;
Paper stocks used in digital printing and copying;
English language fluency
Interpersonal skills using tact, patience and courtesy; and proper telephone etiquette;
Safe working practices and procedures
Mathematic calculations.

Ability to:

Learn and apply rules and regulations involved in assigned program functions;
Learn to operate, troubleshoot and maintain copy center equipment;
Learn software applications for billing, inventory, requisitions, and graphics arts and design;
Analyze situations accurately and adopt an effective course of action;
Comprehend and follow directions given verbally and in writing;
Demonstrate mental acuity sufficient to perform the essential functions of the position;
Perform arithmetical calculations accurately;
Communicate effectively both orally and in writing;
Establish and maintain systems for record keeping;
Establish and maintain cooperative and effective working relationships with others;
Meet schedules and time lines;
Work independently under general direction;
Be motivated to produce high quality work product;
Maintain a work pace appropriate to the position

Job Description: Printing Services Technician

TOOLS/EQUIPMENT

In order to effectively perform the essential functions of the classification, an incumbent is subject to properly operating the following tools/equipment with or without reasonable accommodation and/or on-the-job training upon job entry.

- Operate a variety of office equipment including a personal computer and job-specific software applications, and related peripheral equipment, including, but not limited to fax machine, copier, and printer.
- Operate a variety of digital and finishing equipment including, high speed production printers, folders, cutters, staplers, drills, binders, scanners.

ENTRANCE QUALIFICATIONS

Education/Experience

Possession of a High School Diploma or equivalent; AND at least two (2) years of responsible technical work experience, operating high volume printing or reproduction equipment and related peripherals.

~~Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above.~~

**Alternate variations of education/experience may be considered by Personnel Commission staff as acceptable to qualify for participation in the examination process resulting in an eligibility list.*

Licenses/Certifications/Special Requirements

Valid California Class C Driver's License

WORKING CONDITIONS

Physical Demands

Level: 2 - Moderate / The position duties/responsibilities are subject to: sporadic standing and walking requiring minimal cardio-respiratory endurance AND/OR routinely *lifting, pushing, pulling, carrying, moving, and/or positioning* objects weighting from 25 lbs and occasionally up to 50 lbs; the position is subject to exercising continuous manual dexterity (ie. coordinated and/or precise movement of hands, arms and fingers) to operate job-related equipment; the position is not subject to prolonged physical exertion or fatigue.

Environment/Hazards

- Print shop / warehouse work environment
- Working with and around equipment that may pose bodily injury if not operated safely and properly, such as cutters, staples and drills.
- Possible exposure to paper dust
- Must be able to secure personal transportation to and from work and to travel between district sites, if needed.

PRE-EMPLOYMENT REQUIREMENTS

- ✓ California Department of Justice/Federal fingerprints
- ✓ Tuberculosis screening
- ✓ Physical demands assessment physical
- ✓ Job knowledge/experience-based selection tests to assess minimum job competence and establish placement on the employment eligibility list used to fill job vacancies.

DISCLAIMER: This classification description is not a complete statement of essential functions, duties/responsibilities, or requirements. Stated requirements are representative of the minimum technical and behavioral job competency requirements. District Administration reserves the discretion to add or modify typical duties of a position as necessary for effective department/site operation.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Personnel Commission:

Adopted - 9/10/85 – Offset Duplicating Operator

Revised - 2/2/88

Revised - 11/07/07 / Title Change