

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 7701100

Print Equipment Operator 1, Grade 6	7701100
Print Equipment Operator 2, Grade 9	7701200
Print Equipment Operator 3, Grade 12	7701300
Print Operations Supervisor, Grade 15	7701400
Print Operations Manager, Grade 19	7701500

Brief Description of Class Series

Incumbents of these positions operate and maintain print machines and auxiliary equipment in agency print shops to produce finished printed materials. All positions of Print Equipment Operator 1, Print Equipment Operator 2, Print Equipment Operator 3, Print Operations Supervisor, and Print Operations Manager are in the non-competitive class.

Distinguishing Characteristics

Classification of positions in this series is determined by the nature and size of the printing operation. Use of offset print equipment is necessary to classification as it requires an increasing skill level acquired by experience to operate the full range of equipment. In addition, digital print equipment may be operated as assigned.

Print Equipment Operator 1: entry level; under the close supervision of higher-level print shop positions, assists in the basic, relatively unskilled, operating, and clerical tasks associated with operating offset printing machines and auxiliary equipment in an agency print shop.

Print Equipment Operator 2: semi-skilled level; independently operates offset printing machines that may require use of multiple steps in the printing process; may train and guide lower-level operators in projects.

Print Equipment Operator 3: full performance level; fully skilled operator of all types and makes of offset print equipment; provides technical supervision of shop staff in offset print operations and maintenance; may act as head of a small offset print shop including the preparation, operation, and maintenance of one or more offset print machines; routinely operates the larger and more complicated offset machines and auxiliary equipment.

Print Operations Supervisor: supervises multiple fully skilled operators in offset print shop operation; may act as head of a medium sized offset print operation as determined by the number of operational staff; may assist the manager in the operation and maintenance of a large print shop.

Print Operations Manager: oversees largest print shops as determined by the number of operational staff.

Related Classes

Office Assistants perform clerical and office support tasks, including using digital print machines for copying of printed materials. Incumbents also may perform routine maintenance tasks, tending the digital print machine during operation and completing job order forms.

Illustrative Tasks

Print Equipment Operator 1

Performs offset print machine work that requires basic operation of printing and duplicating machines.

Tends to print machines during production of finished product in simple runs.

Assembles paper stock needed to produce printed materials.

Makes a plate from the document to be printed.

Operates trial run to ensure finished work will meet shop standards.

Performs basic maintenance of machines by cleaning and oiling machine surfaces and adjusting rollers.

Print Equipment Operator 2

May train lower-level shop staff to perform auxiliary functions.

Operates offset printing machines that require closer attention.

Produces finished work that may require multiple steps in the formatting and processing of orders.

Keeps production and supply records.

May also operate digital print machines in the print shop as assigned.

Print Equipment Operator 3

May oversee and direct the operations and maintenance of a small print shop.

Acts as a working supervisor and develop and direct application of standard printing procedures and assign job orders.

Directs and details the layout of copy, procedures, and technical processes.

May also operate digital print machines in the shop as assigned.

Print Operations Supervisor

Directs the technical and maintenance activities of a medium print shop having multiple positions of Printing Equipment Operator 3.

Approves completed work.

May assist a Print Operations Manager in a large print shop.

Provides cost estimates for specific jobs.

Maintains records of work performed.

May provide print shop supply production and fiscal records for agency budget staff.

Print Operations Manager

Manages and direct the technical and maintenance activities of the largest print shops and assign and approve completed work.

Supervises subordinate operators and support staff.

Provides print shop production records and fiscal requirements for budget purposes.

Oversees appropriate training and development needs of subordinate staff.

Oversees maintenance of shop records.

Minimum Qualifications

Print Equipment Operator 1

Non-Competitive: must be able to meet the physical requirements of the position.

Print Equipment Operator 2

Non-Competitive: two years of offset printing equipment operating experience.

Promotion: one year of service as a Print Equipment Operator 1.

Print Equipment Operator 3

Non-Competitive: four years of offset printing equipment operating experience.

Promotion: one year of service as a Print Equipment Operator 2.

Print Operations Supervisor

Non-Competitive: five years of offset printing equipment operating experience. One year of the experience must have been at a supervisory level.

Promotion: one year of service as a Print Equipment Operator 3.

Print Operations Manager

Non-Competitive: six years of offset printing equipment operating experience. Two years of the experience must have been at a supervisory level.

Promotion: one year of service as a Print Operations Supervisor.

Attachment

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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Parenthetic Attachment

Print Equipment Operators (Digital) operate and maintain digital print machines and auxiliary equipment in agency print shops to produce finished printed materials. Offset print equipment may not be operated.

Print Equipment Operator 1 (Digital): performance level. Duties include:

Prepares machines for higher level operations obtaining supplies, loading machines, and making routine adjustments.

Makes test run of material, observing output, to check adjustments and make further adjustments as necessary.

Tends to machine during its operations by watching machine continuously to ensure material is flowing properly and smoothly through machine, stopping machine if it malfunctions or output is unsatisfactory, removing jammed materials, and recording production figures for work run.

Performs minor maintenance and repairs on machines in accordance with operating instructions and maintenance contracts.

Print Equipment Operator 2 (Digital): first supervisory level. Duties include:

Supervises a group of Print Equipment Operators 1 (Digital) in the preparation, operation, and maintenance of one or more digital duplication and printing machines.

May be the highest level in a digital only unit or a digital only operation with a relatively small staff.

Assigns work and may determine work priorities.

Answers questions concerning procedures and adjustments.

Trains lower-level operators in the preparation, operation, and maintenance of one or more digital duplication and printing machines

Performs activities and tasks described above for Print Equipment Operator 1 (Digital).

Print Equipment Operator 3 (Digital): second supervisory level. Duties include:

Supervises a relatively large digital only operation overseeing a medium to large number of staff.

Determines work priorities.

Establishes work performance standards.

Reviews work performance and production.

Reviews production reports.

Recommends changes in staffing to insure achievement of work goals during peak periods.

Provides advice to and otherwise assist superiors in planning, organizing, scheduling, and coordinating work operations and work procedures.

Responds to inquiries from other units, agencies or the public concerning the operations of the shop.

Ensures that subordinate staff is adequately trained.

Prepares narrative and statistical reports.

May prepare annual equipment and personnel budget for the digital printing shop operation.

Minimum Qualifications

Print Equipment Operator 1 (Digital)

Competitive: None.

Print Equipment Operator 2 (Digital)

Open Competitive: one year of printing equipment operating experience.

Promotion: one year of permanent competitive service as a Print Equipment Operator 1 (Digital).

Print Equipment Operator 3 (Digital)

Promotion: one year of permanent competitive service as a Print Equipment Operator 2 (Digital).