

## Printing

### Job Classification

Printing II

Printing III

Printing IV

### Pay Grade

2

4

5

### Education/Experience Requirements

High school diploma or equivalent combination of education and experience

High school diploma or equivalent combination of education and experience

High school diploma and 18 months of technical training

### Common Activities

Sets up and operates equipment including duplicators, copiers, bindery machines, phototypesetting, etc.

Sets up and operates equipment including offset press duplicators, typesetters, photographic camera or film processor

Sets up and operates equipment or oversees the operation of equipment

Performs maintenance, adjustments, cleaning, repair on equipment

Assists in providing instruction to other employees

Develops methods and procedures to efficiently utilize equipment; performs maintenance, adjustments, cleaning, repair on equipment

Maintains supply inventory

Reviews customer copy and job instructions to produce final product

Assist in production planning on complicated orders

Produces electrostatic paper masters used on duplicator presses

Provides skilled mechanical or technical assistance

Advises and trains others in technical and mechanical operations

Provides mechanical or technical assistance

Types, prints, writes, or transfers images onto plates for offset printing

Prepare and execute daily pricing and billing processes

Performs highly skilled tasks of a specialized nature

**Organizational Impact**

The results of actions have only a minor impact on a department's operations. Individuals actions are limited to a single work area and do not affect the overall finances of that area.

The results of actions may have a measurable impact on a department's operations. Individual's actions are limited to a single work area and may affect the overall finances of that area.

The results of actions may have a measurable impact on a department's operations. Individual's actions are limited to a single work area and may affect the overall finances of that area.

**Problem Solving**

Performs standardized tasks that are covered by systems, procedures and available supervision. Problems are easily recognized and are solved with prescribed solutions. Supervision is present to assign and review work, address exceptions, and answer questions.

Performs a variety of duties following established policies and procedures. Problems are generally solved by selecting from approved alternatives based on past practices. Supervision is available to set priorities and objectives, and to assist in problem resolution.

Required to have an understanding of practices and procedures. Resolves unique problems by collecting and interpreting information. Solutions may include modifying procedures and methods to address new conditions. Receives advice and input as needed from supervisor.

**Supervision**

No Supervision

Interviewing, orientation, scheduling, work assignment, and review for temporary employees, student workers, volunteers, and non-exempt employees.

Interviewing, orientation, scheduling, work assignment, and review for temporary employees, student workers, volunteers, and non-exempt employees.

**Contact Level**

Limited interaction within the University. Refers inquiries to appropriate individuals.

May interact with various levels within the University. This interaction may include interpreting and explaining ideas and concepts, as well as solving problems and coordinating projects.

May interact with various levels within the University. This interaction may include interpreting and explaining ideas and concepts, as well as solving problems and coordinating projects.

**Financial Budget**

Does not participate in budget preparation. Has no authority to sign for materials or supplies.

Compiles and tabulates budgetary data, calculates figures and checks for accuracy. May be authorized to order and sign for storeroom supplies and inventory.

Compiles and tabulates budgetary data, calculates figures and checks for accuracy. May be authorized to order and sign for storeroom supplies and inventory.