

CLARK COUNTY  
STAFF REPORT



DEPARTMENT: General Services  
DATE: July 29, 2014  
REQUEST: Approve new classification of Digital Press Operator and delete Offset Press Operator classification at pay range 503; reclassify one Offset Press Operator to Digital Press Operator (GEN0007) effective August 1, 2014  
CHECK ONE:  X  Consent   CAO

**BACKGROUND**

The press operator position coordinates, prioritizes, finishes, and delivers diverse print jobs for County departments. The position operates all related print shop equipment, including offset and digital duplicating equipment, standard photocopying equipment, and a variety of software and computer applications. The Offset Press Operator classification was originally created to describe the duties associated with operating the offset duplicating equipment. New technology in the printing field requires changes to the job description and classification name to more accurately describe the duties of the position. Human Resources recommends deleting the Offset Press Operator classification and adding the Digital Press Operator classification, with no change to the pay range.

**COMMUNITY OUTREACH**

There were no community outreach efforts specific to this request. No groups will be significantly impacted.

**BUDGET AND POLICY IMPLICATIONS**

The recommendation to delete the Offset Press Operator and add the Digital Press Operator job descriptions does not change the pay range of OW.503, and there is no impact to the budget. The attached roster change form outlines the change, and supports this statement.

**FISCAL IMPACTS**

Yes (see attached form)  No

**ACTION REQUESTED**

Approve the deletion of the Offset Press Operator job description and the addition of the Digital Press Operator classification.

**DISTRIBUTION**

Kathi Curtis, Joe Hertig, Jeremy Hamrlich - Human Resources  
Laura Pedersen, Twila Barbieri - General Services

*Francine Reis*  
Francine Reis  
Human Resources Director  
7/21/14

Approved: *Tom Mielke*  
CLARK COUNTY  
BOARD OF COMMISSIONERS

July 29, 2014 SR 165-14

*MS*  
*OK*

# CLARK COUNTY EMPLOYEE/POSITION ROSTER CHANGE FORM

Department: General Services

Staff Report Effective Date: 1-Aug-14

Employee	Fund/Dept	A/D/C <sup>1</sup>	Pos. No.	Pos. Type <sup>2</sup>	Current Classification	To Classification	Current*			Proposed*			Effective Date	Monthly Wage Change	Monthly Benefit Change	Total Change	Months Left in Biennium	Remaining Biennial Impact	Estimated Next Biennial Impact
							R	S	T	M. Salary	R	S							
Erica Lytle		D	GEN0007	Operating	Offset Press Op	Digital Press Op	OW.503	11	3,434	OW.503	11	3,434	8/1/2014	-3,434	-2,276	-5,710	5	-28,552	-137,051
		A											8/1/2014	3,434	2,276	5,710	5	28,552	137,051
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<b>GRAND TOTAL</b>																			

Comments: Delete Offset Press Operator classification and add Digital Press Operator due to changes in technology. No salary change.

<sup>1</sup> A=Add; D=Delete; C=Change.  
<sup>2</sup> Position Type = Operating, Project, Revenue, Temporary, Parttime (less than 75%), Parttime-Project (less than 75%)  
 \*Step 1 for hourly nonexempt positions; Top of Q2 for M1 & M2 positions; or actual cost of reclassification (actual % change).

Prepared by: <u>Kathi Curtis</u> Department Approval: _____ Budget Approval: _____ Human Resources Approval: _____	Date: <u>21-Jul-14</u> Date: _____ Date: <u>7/30/14</u> Date: <u>7/21/14</u>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">System Update</td> <td>_____</td> </tr> <tr> <td style="padding: 2px;">Entered By</td> <td>_____</td> </tr> <tr> <td style="padding: 2px;">Approved By</td> <td>_____</td> </tr> <tr> <td style="padding: 2px;">Amount Currently Encumbered</td> <td>_____</td> </tr> </table>	System Update	_____	Entered By	_____	Approved By	_____	Amount Currently Encumbered	_____
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Amount Currently Encumbered	_____									

# **DIGITAL/PRESS OPERATOR**

## **JOB PURPOSE AND SUMMARY**

This position reports to the Print Shop Supervisor and assists in the general operation of the print shop in carrying out the printing needs of Clark County. The Press Operator is responsible for coordinating, prioritizing, finishing and delivering diverse print jobs for County departments. The position operates all related Print Shop equipment including offset and digital duplicating equipment, and standard photocopying equipment.

## **CLASSIFICATION DISTINCTIONS**

The Press Operator works efficiently and effectively with internal customers to produce quality materials. Contacts are generally to provide and exchange information with internal customers, and to order equipment and supplies and arrange for service or repair of essential print shop equipment.

A variety of moderately difficult to complex tasks are performed within generally defined procedures, and are reviewed periodically for accuracy, adherence to established policies and procedures, quality and thoroughness. Work is performed under general supervision and assistance is readily available from either specialist(s) or supervisor(s). This classification is expected to function independently in daily tasks. The Press operator is required to use judgment on non-routine matters. Problems are identified and solved and unusual/complex problems are referred to a supervisor or specialist.

## **KEY OR TYPICAL TASKS AND RESPONSIBILITIES:**

- Performs complex digital printing functions including variable data printing.
- Operates and maintains offset and digital duplicating equipment.
- Stocks inventory and delivers printing projects.
- Assists with mail room activities.
- Maintains electronic filing system.
- Processes bulk mail.
- Uses a variety of software and computer applications.
- Operates printing, bindery, and mail equipment.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

- Minimum two years of operating experience on offset and digital duplicating equipment **and** two years experience providing customer service to the public.
- Vocational reprographics education and training, or an associates degree in Graphics Communication or a closely related field, may be substituted for one year of required experience.

**Knowledge of:** duplicating equipment, USPS mailing requirements, and postage equipment; general office procedures and practices of the printing services; filing and record-keeping procedures; applicable laws, county codes, ordinances, and policies governing the work of the department and assignment; PC computer applications such as word processing, spreadsheets and data bases.

**Ability to... independently** operate duplicating and bindery equipment; operate computer applications including Word, Excel, Access and Outlook; communicate effectively; understand and carry out oral and written instructions; establish and maintain cooperative working relationships with customers; troubleshoot equipment problems and take corrective action; operate; apply rapid manual dexterity to the activities of the Print Shop when under heavy workloads and/or stringent time lines; and obtain a valid drivers license upon hire.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

Work is performed in a print shop environment. Essential duties include walking, writing, driving, stamina, seeing, reading, speaking, lifting, handwriting and hearing; frequent exposure to machinery noise.

Work involves a variety of manual labor tasks requiring some strenuous physical effort such as lifting objects weighing more than fifty (50) pounds. Physical strength and stamina are important. Employees are on their feet almost all day and move heavy loads of paper.

Occasionally, incumbents may experience highly stressful situations in the process of resolving problems of an immediate nature for internal departments.

Operating a motor vehicle may also be required.

Office use: 6/22/00

Revised: 7/2014

OLD

*Ramp*  
503

## OFFSET PRESS OPERATOR

### JOB PURPOSE AND SUMMARY

Operates offset duplicating equipment, standard photocopying equipment, and related Print Shop equipment. Performs collating, bindery, and distribution functions.

The Offset Press Operator works under the supervision of the Print Shop Supervisor

### KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- ✓ Operates offset duplicating equipment to reproduce a variety of printed material in quantity; programs duplicators and 120-bin sorter.
- ✓ Gathers, sorts, assembles, folds, staples, drills, pads, and distributes printed material; returns finished products to requesting department.
- ✓ Cleans, adjusts, oils, and participates in simple maintenance of presses and other operating equipment as directed.
- ✓ Packages forms and supplies; arranges and replenishes stocks; assists in maintaining production records and supplies inventory.
- ✓ Performs or assists in performing mail room activities in absence of Mail Room Clerk, including mail sorting, distribution, delivery, and maintenance of cost ledgers.
- ✓ Assists in taking orders or takes orders in the absence of Print Shop Supervisor.
- ✓ Assists in the maintenance of all filing systems.
- Performs related duties as assigned.

### QUALIFICATIONS

#### **Education and Experience:**

- One year of operating experience on offset duplicating equipment; **and** one year public contact experience.
- Offset duplicating experience and public contact experience may be acquired concurrently.

- On a month-for-month basis, vocational reprographics education and training may be substituted for required offset duplicating experience.

**Knowledge of...**the principles and practices of offset duplicating.

**Ability to...**operate duplicating equipment under supervision; operate Print Shop non-duplicating equipment such as drills, punches, joggers, and automatic paper cutters; operate postage meter; apply rapid manual dexterity to the activities of the Print Shop when under heavy workloads and/or stringent time lines; and so forth.

Office use: 6/22/00