

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

TYPESETTING INPUT OPERATOR

I. Introduction

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future positions operating a variety of computer typesetting equipment. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions that provide assistance in the operation of a variety of computer typesetting equipment.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that meet the definition of confidential, management, or supervisor as defined in s. 111.81(7), (13), and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission
2. Positions that spend the majority of time (more than 50%) performing typing and related duties and are better classified as Document Production Assistant or Technical Typist.
3. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competitive examination.

II. DEFINITION**TYPESSETTING INPUT OPERATOR**

This is work involving the operation of a variety of computer typesetting equipment in a text processing and composition or comparable unit. Positions operate machines for the purpose of converting written text information into computer printed formats. Positions are responsible for typing test copy and mark-up codes; selecting, interpreting, and filing computer codes based on general format guidelines; assisting in the development of work methods and procedures for the unit; operating and maintaining video display terminals, cathode ray tube typesetter, tape drives, disk packs, lines printer, TTY, and photopaper processor; providing users with cost estimates for composition; reviewing and making corrections to text as necessary on video display terminals; proofreading test and format; processing camera ready copy; retrieving and logging tapes; performing minimum maintenance on equipment for operation; performing daily preventive maintenance; editing and proofing materials before and after composition; and keeping records and developing reports. Work is performed under general supervision.

IV. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective May 18, 2003 and announced in MRS-SC-*, and replaces the Typesetting System Input Operator 1-2 classification series as part of the Administrative Support Survey Phase 1.

DLT
17100