

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

GRAPHIC REPRODUCTION TECHNICIAN SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions that perform graphic reproduction and electronic file preparation to duplicate media either in electronic or printed form on sensitized paper, plates, cloth, or film according to customer specifications. 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 to facilitate the assignment of positions to the appropriate classification 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.

B. Inclusions

Positions allocated to this series are, for a majority of the time, responsible for EITHER the operation, calibration, and maintenance of a variety of complex gallery or horizontal lithographic cameras, digital scanners, automatic sheet film processors, automatic computer to negative/plate systems, printers, and enlargers OR for the operation and maintenance of aerial ratio rectifying equipment. Positions perform preflight functions on electronic files for reproduction on various devices, including, but not limited to, offset printing, high-speed Xerographic production printers and printing/proofing devices (both color and black & white). Positions are responsible for the maintenance of all equipment in the graphic reproduction area. They read work orders to determine the process, techniques, equipment, and materials required in order to complete the work orders and they archive completed files in various permanent media for future use.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions that, for a majority of the time, process film and make photo copies of materials using standard photographic equipment and techniques and are more appropriately classified as Photo Lab Technician.

2. Positions that, for a majority of the time, accurately or artistically portray a wide variety of subjects and events for publications, lectures, research, publicity and documentation and are more appropriately classified as Photographer.
3. Positions that, for a majority of the time, provide direct technical assistance to professional engineering employees, activities and programs and are more appropriately classified as Engineering Technician, Engineering Technician-Transportation, Engineering Specialist or Engineering Specialist-Transportation.
4. Positions that spend the majority of their time performing supervisory or management duties as defined in s.111.81, Wis. Stats.
5. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Employees enter positions within this classification series by competitive examination. Progression to the full performance and/or the Senior level is attained through reclassification after specific standards have been met satisfactorily. Advancement to a lead work capacity at the Senior level occurs through competitive examination.

E. Terminology Used in this Classification Specification

Entry: The level of performance in a position at which the employee applies and develops basic skills in procedures, techniques, tools, materials, and/or equipment appropriate to the area of specialization. Duties and tasks are standardized. Resolves routine questions and problems, and refers more complex issues to higher levels.

Electronic File Preparation: A process that requires knowledge of a variety of computer applications related to Desktop Publishing, Graphic Design, Digital Photography/Graphics, and PrePress technologies.

Full Performance: The level of performance in a position at which the employee, for a majority of the time, applies basic and some advanced skills in procedures, techniques, tools, materials, and/or equipment appropriate to the area of specialization. Duties and tasks are frequently non-routine. Resolves most questions and problems, and refers only the most complex issues to higher levels.

Knowledge: (1) Working Knowledge - implies sufficient knowledge of the subject to enable the employee to work effectively in a limited range of work situations. (2) Considerable Knowledge - implies adequate knowledge of the subject to enable the employee to work effectively in a wide range of work situations and with little direct supervision. (3) Extensive Knowledge - implies an advanced knowledge of the subject matter so as to permit solution of unusually difficult work problems or issues, and advising on technical questions and planning methods for resolving these problems or issues.

Lead Work: An employee whose assigned duties include training, assisting, guiding, instructing, and assigning and reviewing the work of one or more employees in the work unit. Lead workers do not have supervisory authority as defined under s. 111.81 (19), Stats.

Preflight: A checklist-like process, whether manual or digital, that the Graphic Reproduction Technician goes through before sending an electronic document to the appropriate output device to ensure that it has all the necessary electronic components.

Senior: The level of performance in a position at which the employee applies the most complex skills and has an extensive knowledge in the area of specialization. Adapts procedures, techniques, tools, materials and/or equipment to meet special needs. Duties and tasks reflect substantial variety and complexity. Serves as a resource to others in resolution of complex problems and issues.

II. HOW TO USE THIS SPECIFICATION

This specification will be used to classify all positions in this occupational group. To classify these positions, first use the Inclusions / Exclusions sections of the specification to determine whether the position should be allocated to any of the series identified. If the position is appropriately placed in the Graphic Reproduction Technician series, determine whether the position is at an entry, full performance, or senior level using section III, which utilizes the terminology defined in section I.(E) above.

III. DEFINITIONS

GRAPHIC REPRODUCTION TECHNICIAN-ENTRY

This is entry level graphic reproduction work. Employees possess a working knowledge of the area of graphic reproduction and electronic file preparation and perform the following duties: place the original on sensitized material in a vacuum frame or computer to negative/plate system; mount camera on tripod or stand and load prescribed type and size film in camera; set camera or digital scanner controls to regulate exposure time according to line density of original and type of sensitized material; activate camera to expose sensitized material, imprinting original on material or operate automatic computer to negative/plate systems; develop exposed material; and examine developed reprint for defects and touch up defects, using chemicals, inks, brushes, and pens. May enlarge reprints, or send electronic files to various large format digital output devices. Once final versions of electronic files are sent to the appropriate output devices they are archived for future use by organizing and storing them on appropriate storage devices, e.g., burn them to CD. Work is performed under close progressing to limited supervision.

GRAPHIC REPRODUCTION TECHNICIAN

This is full performance graphic reproduction work. Employees have attained considerable knowledge of the area of graphic reproduction and electronic file preparation. Employees spend the majority of time preflighting electronic files, performing film assembly, creating proofs and making plates through either conventional or electronic processes. They operate lithographic cameras; operate the automatic computer-to-negative/plate systems; prepare negatives from camera-ready copy; select appropriate halftone screens; prepare negative flats for plating; separate multi-color negatives and electronic files for multi-color jobs; prepare and inspect finished plates and proofs; and touch up defects. They inspect negatives to determine plate size for stripping; assemble digital images, negatives, windows, and halftones into position on flats and electronic documents; position negatives on plates and expose and process plate; impose digital images and correct application faults before sending electronic files to digital proofing devices, digital production printers, and automatic computer to negative/plate systems; inspect finished plates and proofs for quality and conformity to specifications; and maintain digital proofing devices, chemical film and plate processing equipment. Once final versions of electronic files are sent to

the appropriate output devices, they are archived for future use by organizing and storing them on appropriate storage devices, e.g., burn them to CD. Work is performed under general supervision.

GRAPHIC REPRODUCTION TECHNICIAN-SENIOR

This is senior graphic reproduction work. Employees possess extensive knowledge of the area of graphic reproduction and electronic file preparation. The majority of time is spent preflighting electronic files, producing continuous tone negatives, lithographic plates, and halftone positives either on conventional lithographic cameras or on digital proofing devices, digital production printers, large format digital production printers, and automatic computer to negative/plate systems. They evaluate densities and compute exposures; select appropriate halftone screens or dots per square inch (DPI); determine multiple shot formatting and overlap for subsequent matching and assembly of films; produce digital proofs, film positives and provide negatives and positives for the printing process; scale and reproduce a wide variety of maps, charts, plans, artwork and documents either conventional or electronic; process exposed film or plates through an automated lithographic processor either conventional or electronic; and consult with clients. May conduct quality control inspections of the laboratory. Once final versions of electronic files are sent to the appropriate output devices, they are archived for future use by organizing and storing them on appropriate storage devices, e.g., burning them to CD. May specialize in a particular field such as engineering, chemistry, botany, etc., or perform lead work duties. Work is performed under general supervision.

III. 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 June 26, 1994, as part of the Visual Arts Personnel Management Survey and announced in Bulletin CC/SC-18. The specification was modified effective January 11, 2004, and announced in Bulletin OSER-0010-MRS-SC to better reflect the technology used and the work done by the positions within the classification.

JMS
PLW/JJ/BP
62201