

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**BINDERY WORKER**

**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 that function as bindery equipment workers. This classification specification is not intended to identify every duty that may be assigned to positions, but is intended 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

The positions in this classification perform bindery equipment operation, adjustment, set-up and maintenance for a majority of the time.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that meet the statutory definition(s) of supervisor and/or management as defined in s. 111.81(19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that for a majority of the time operate an offset press and are more appropriately classified as Offset Press Operator.
3. Positions that for a majority of the time operate digital print and/or scanning equipment and are more appropriately classified as Computer Printing Technician.
4. Positions that for a majority of the time perform clerical support duties and are more appropriately classified as Clerical Assistant.
5. Positions that for a majority of the time estimate and audit the cost of printing and binding work and are more appropriately classified as Printing Technician.

6. Positions that for a majority of the time function in a specific technical phase of the printing process and are more appropriately classified as Printing Assistant.
7. Positions that for a majority of the time perform generalized and specialized program assistance in a wide range and combination of duties and are more appropriately classified as Program Assistant.
8. 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

### **BINDERY WORKER**

Positions in this classification function under close progressing to general supervision and spend a majority of time (more than 50%) setting-up, adjusting, operating, cleaning and maintaining bindery equipment. Positions are responsible for the full range of duties associated with operating a variety of complex bindery equipment such as: right angle precision folding machines, perforating/scoring machines, table top folders, perfect binding machines, computerized paper cutters, tape binders, wire stitchers, paper drills and multi-station, and automatic collators with attachments.

## 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 was created effective May 18, 2003, and announced in Bulletin MRS-SC-153 to describe positions which were formerly classified as Bindery Worker 1-3, which were established effective June 1968 and abolished effective May 18, 2003, as part of the Blue Collar Survey.

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