

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

(02-07-86) **SENIOR DUPLICATING MACHINE OPERATOR**
(Code 1500)

Summary of Duties: Operates offset or direct process duplicating machines or other clerical equipment; or supervises and participates in the operation, adjustment, and the making of minor repairs of offset or direct process duplicating machines; inspects and determines acceptability of completed work for quality and correctness; maintains inventory of paper stock and duplicating supplies; and does related work.

Distinguishing Features: A Senior Duplicating Machine Operator is a working supervisor of a small group of Duplicating Machine Operators and other employees involved. A Senior Duplicating Machine Operator is responsible for achieving maximum economy, efficiency, and quality of work. An employee of this class must maintain harmonious relationships with other City units and employees in receiving and making suggestions regarding job orders. The work of a Senior Duplicating Machine Operator is distinguished from that of a Senior Printing Press Operator in that the work of the former does not involve the use of the larger, more sophisticated printing presses.

Examples of Duties: A Senior Duplicating Machine Operator:

- Operates various offset duplicating machines (small offset printing presses) and high capacity, dry copy machines reproducing work in one or more colors;
- inks and adjusts rollers;
- regulates ink and fountain solution flow;
- prepares various kinds of offset plates for running, using various solutions applicable to different plate processes;
- adjusts offset plates on press for correct positioning;
- adjusts paper feed and guides for different weights and sizes of stock;
- makes offset plates from negative or original copy by exposure to light and chemicals;
- may make, develop, strip, mask and opaque negatives;
- cleans, oils, performs minor maintenance, minor repairs and adjustments to the machines;
- keeps job records and makes reports;
- requisitions supplies such as ink, paper stock, and small parts for machines;
- keeps files of plates, negatives, stencils, and other duplicating materials.
- may operate high speed electronic duplicating systems;
- may operate small bindery equipment such as collators, paper cutters, paper jiggers, staplers, folding machines, paper drills and other small bindery machines;
- may operate other types of office duplicating machines such as mimeograph, photo-

- copy, spirit, addressograph, or ozalid;
- supervises and participates in the above work;
- writes job orders from requisitions for duplicating work;
- marks copy for layout in accordance with drafts;
- coordinates the flow of work to meet established work schedules and priorities;
- reviews completed work for quality and correctness;
- fulfills supervisory responsibilities as set forth in the City's Affirmative Action Program and posts standard job costs to job orders.

Employees may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A Senior Duplicating Machine Operator must have the following knowledges and abilities:

A knowledge of:

- Preparation of various types of plates for use on offset process duplicating machines;
- operation and maintenance of offset duplicating equipment, including inks and chemicals used in such operations;
- standard grades, weights, and kinds of paper normally used with an offset duplicating machine;
- operation of direct process duplicating machines;
- operation and maintenance of ozalid equipment;
- pagination and copy layout for plate imposition;
- making of multilith negatives;
- use of common bindery equipment such as paper drillers, paper cutters, collators, and stapling and folding machines;
- safety precautions and practices as they relate to using duplicating machinery;
- problems involved in duplicating typewritten copy, forms, maps, and photographs;
- laws and regulations related to equal employment opportunity and affirmative action;
- memoranda of understanding as they apply to subordinate personnel;
- City personnel rules, policies and procedures.

The ability to:

- Deal tactfully and effectively with persons for whom work is being performed;
- perform routine clerical work and arithmetic calculations;
- keep records and make reports;
- layout and supervise the work of a small group of employees.

Persons with a medical limitation may, with reasonable accommodations, be capable of performing the duties of some of the positions in these classes. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

Minimum Requirements:

Two years of experience in operating offset process duplicating machines is required.

As provided in Civil Service Commission rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.