STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

COMPUTER PRINTING TECHNICIAN
CLASSIFICATION SERIES

I.   INTRODUCTION

A.   Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future technical positions which are responsible for the production of high volume printed and finished materials using networked digital electronic printers and allied equipment. This classification specification is not intended to identify every duty which 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 technical positions in this classification series are responsible for the production of high volume printed and finished materials using networked digital electronic printers and allied equipment.

C.   Exclusions

Excluded from this classification series are the following types of positions:

1.   Positions which operate offset press machines for a majority of the time and are more appropriately classified as Offset Press Operator.

2.   All other positions which are more appropriately identified by other classification specifications.

D.   Entrance Into This Classification Series

Employees enter positions in this classification series by competitive examination. Movement from the Computer Printing Technician – Entry level to the Computer Printing Technician level is by reclassification after the employee has received the required training, education or work experience

and the satisfactory performance of the objective level duties. Movement to the leadworker level is by competition.

II.   DEFINITIONS

COMPUTER PRINTING TECHNICIAN – ENTRY

This classification level is an entry progressing to a development level for technical positions that are responsible for the production of high volume printed and finished materials using networked digital electronic printers and allied equipment. Work is performed under close progressing to limited supervision.

COMPUTER PRINTING TECHNICIAN

This classification level is the full performance objective level for technical positions that are responsible for the production of high volume printed and finished materials using networked digital electronic printers and allied equipment.

Positions provide customer service and perform job intake functions to establish and maintain good working relationships with customers; read and understand client publishing service order information in order to complete the jobs in accordance with the required specifications; determine production schedule priorities by due dates; coordinate the production process for a variety of printing jobs; determine the most advantageous method for incoming orders in terms of time and cost; create print ready files using software applications; operate high-speed digital and ink-jet black/white and full color printers to produce high quality printed materials; operate and maintain production of allied pre- and post-finishing equipment to produce high qaulity products per the job and customer specifications. Work is performed under general supervision.

COMPUTER PRINTING TECHNICIAN – LEAD

Positions at this classification level perform the duties identified at the Computer Printing Technician level and act as the leadworker for a work unit of Computer Printing Technicians. Leadworker positions train, assign work, and review work of Computer Printing Technicians. These positions also schedule staff, manage the production workflow, resolve production problems, analyze and develop procedures to ensure the work is completed correctly and timely, communicate with customers and staff to resolve printing problems, and consult with vendors and customers as needed. 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 July 2, 2000 as a result of the IS Technical survey and announced in Bulletin CLR/SC-115 to describe technical electronic print positions. This classification was modified effective May 18, 2003 and announced in Bulletin MRS-SC-156 to include a Lead allocation.

This classification series was modified effective December 10, 2017 and announced in Bulletin DPM-0457 as a result of a classification review to create an entry level Computer Printing Technician and to update the Computer Printing Technician and – Lead level definition language to more accurately describe the duties assigned to these positions.

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