

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

MICROFILM 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 positions that perform a range of film processing functions and operate complex film reproduction and processing machines. 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 technical positions are located in state agencies and perform a range of film processing duties including but not limited to editing processed film, operating complex microfilm equipment, and monitoring and rejuvenating film processing solutions.

C. Exclusions

Excluded from this classification series 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 are for a majority of the time engaged in duplicating printed materials on sensitized paper, plates, cloth, or film and more appropriately classified as a Graphic Reproduction Technician.
3. Positions that are for a majority of the time engaged in preparing photographic solutions, retouching prints and negatives, reproducing prints and performing routine maintenance of photographic equipment and more appropriately classified as a Photo Lab Technician.

4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into And Progression Through This Classification Series

Employees enter this classification series by competitive examination. Progression to the Microfilm Technician Senior level for specifically identified allocations will occur through reclassification as the employee satisfactorily attains the specified training, education, and experience and performs the full scope of duties identified at the Senior level.

II. DEFINITIONS

MICROFILM TECHNICIAN

These technical positions perform microfilm work. Positions operate the following, or comparable, types of microfilming equipment: rotary or planetary cameras, enlargers, jacket loaders, step and repeat cameras, diazo duplicators, heat diffusion type printers, or automatic roll-film processors. Positions are responsible for adjusting and maintaining equipment; operating, adjusting and maintaining microfilming equipment; assisting in the operation of the more complex microfilm equipment on a limited basis; keeping records and making reports; sorting and preparing items to be photographed; loading film in cameras and unloading exposed film; adjusting lights for proper exposure and density; adjusting and positioning camera for proper focus; editing processed film for quality and determining frames to be re-photographed, and assisting in automatic roll-film processing including 105, 35, and 16 millimeter film and roll-film duplicating. Work is performed under close to limited supervision.

MICROFILM TECHNICIAN SENIOR

Positions allocated to this level perform advanced technical microfilm work. Positions may function in any of the following capacities: In Film Processing: operates automatic roll-film processes where the film processed includes 16, 35 and 105 millimeter film; duplicates roll film using a roll-to-roll silver film duplicator; checks density of roll film; splices roll film and loads cartridges; monitors, rejuvenates and/or replaces film processing solutions; loads and labels cartridges of finished film; and keeps records and makes reports. In Photostat Camera Operation: interprets photostat camera work orders; sets proper "F" stops (focus length); adjusts lighting for proper exposure and density; loads photographic paper in the camera; prepares photographic solutions for processing the photographic copy; dries and stores finished copy; and keeps records and makes reports. In developmental Computer Output Microfilm system operations (COM): interprets (COM) work orders and determines proper track and bits per inch (BPI); selects the proper data format in conformance with film used; threads film through machine; cleans tape head and drives; selects and installs the proper form flash, and properly aligns data in that form flash; removes the finished film canister; process finished 105 millimeter film; and keeps records and makes reports. 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 was modified effective June 1, 2003 and announced in Bulletin MRS-SC-161 to describe positions that have been collapsed as part of a classification modification project for the technical classifications, collapsed to a two levels.

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