

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION  
PRINTING SERVICES SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to present and future positions which function as Printing Services Supervisors. This classification specification is not intended to identify every duty which may be assigned to positions allocated to this classification series 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 classification 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses supervisory positions which provide printing/duplicating services. Positions allocated to this classification must meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor, as defined in 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which do not perform Printing Services Supervisor duties for a majority of the time.
3. Positions which supervise the largest and most complex printing/duplicating shops for a majority of the time and are more appropriately classified as Printing Services Program Supervisor.

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

D. Entrance Into This Classification

Entrance into this classification is typically by competitive examination.

## II. DEFINITION

### PRINTING SERVICES SUPERVISOR

This is responsible work related to the supervision of a printing/duplicating shop. Positions allocated to this classification supervise a state-of-the-art printing/duplicating operation or a traditional printing/duplicating operation, such as lithographic (offset) presses. Positions allocated to this classification: (1) supervise services for the Department of Administration, Publishing Services Section; (2) supervise printing/duplicating services for a University of Wisconsin non-doctoral campus; **OR** (3) supervise a lithographic (offset) press and/or bindery operation. Work is performed under general supervision.

#### Representative Positions:

##### Printing Services Supervisor, Department of Administration, Publishing Services Section:

This position is responsible for directly supervising staff in the production of high volume printed and finished materials. Duties and responsibilities include the supervision of the daily operations of Publishing Services; publishing and data printing from high-speed production cut sheet and continuous laser printers, digital color printing, ink-jet labeling systems and wide format color printing; network and mainframe data print management software, production scanning, digital print file manipulation, and archiving, binding and finishing operations; and, assisting management in the development, implementation, and monitoring of operating and capital budget requests for the section.

Printing and Design Manager, University of Wisconsin-Stevens Point: This position is responsible for managing and supervising the Printing and Design Center, which offers offset color and black and white printing, digital reprographics, bindery service, graphic design and layout, and satellite copy center services. Duties and responsibilities include developing, implementing, and directing policies and procedures related to the management and operation of the Printing and Design Center; collecting and analyzing information to evaluate existing and future capacity needs; evaluating and providing coordination and technical assistance in the acquisition and instruction of graphic design area, including evaluating software, equipment, and customer needs; managing satellite quick copy centers; developing and administering the operating budget for the quick copy centers; developing and maintaining the annual budget for the program revenue account; and providing technical assistance related to the acquisition, maintenance, and usage of reproduction equipment.

Press Department Supervisor, University of Wisconsin-Madison: This position functions as the Press Department Supervisor for Extension Duplicating Services. Duties and responsibilities include supervising the operations of a large-sized printing department, including print methods using sheet-fed and web-fed offset printing presses; inspecting jobs (worksheets, negatives, plates, originals, and instructions); supervising employees on the day shift; preparing jobs for production on the night shift; and developing and maintaining effective communications with shift staff and staff of other shifts and departments.

**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 experiences 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 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe positions which supervise a printing/duplicating shop. This classification replaces the Printing Services Supervisor 1 classification, the Offset Press Shop Supervisor 1 and 2 classifications, and the Printing Technician 2 and 3 Supervisor classifications. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.

This classification was modified effective August 10, 2014 and announced in Bulletin OSER-0374-MRS/SC to update the first allocation of the Definition language and its corresponding representative position to reflect the new location of this function at the Department of Administration.

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