

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

PRINTING SERVICES PROGRAM SUPERVISOR

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 supervisory positions which function as Printing Services Program 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 for: (1) state government as a whole, (2) a major state agency [i.e., 1,500+ full-time-equivalent (FTE) employees], **OR** (3) a University of Wisconsin doctoral campus. Positions allocated to this classification direct the operations of a printing/duplicating services function, implement policies and procedures, develop and maintain budgetary accounts, and recommend the purchase of capital equipment. 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 s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which do not perform Printing Services Program Supervisor duties for a majority of the time.
3. Positions which perform Printing Services Supervisor duties for a majority of the time.

4. All other positions which are more appropriately identified by other classification specifications.
- D. Entrance Into This Classification

Entrance into this classification is by competitive examination.

## II. DEFINITION

### PRINTING SERVICES PROGRAM SUPERVISOR

This is responsible supervisory work related to the provision of printing/duplicating services for: (1) state government as a whole, (2) a major state agency (i.e., 1,500+ FTE), **OR** (3) a University of Wisconsin doctoral campus. Positions allocated to this classification manage and supervise daily printing/duplicating operations; develop, evaluate, and implement policies and procedures related to printing services, represent printing services on statewide study groups and to customers; develop and maintain budgetary accounts, research and assess current and emerging technologies; and recommend the purchase of capital equipment. Positions may supervise a lithographic (offset) press and bindery operation. Work is performed under general supervision.

#### Representative Positions:

Printing Services Manager, University of Wisconsin-Milwaukee: This position is responsible for administering and managing a full range of printing services for the campus. Duties and responsibilities include developing and implementing operational standards, policies, and procedures to provide effective management of resources and services; setting policy to correlate current expenditures to budgeted expenditures; guiding and directing the Kenilworth production shop, including printing technical support, liaison with the State Department of Administration and contract printers, art, composition, camera, printing, bindery, and shipping services; overseeing the Mitchell Hall quick copy center and facilities, including production duplicating, bindery, and self-service copiers; developing and recommending budgets; conducting annual cost studies to establish annual user fee rates; developing and updating long-range budget projections for printing services, including five-year planning of personnel, equipment, space, expenditure, and pricing needs; acting as campus resource on all matters relating to printing; serving on committees related to printing issues; and supervising staff.

## 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 printing/duplicating services for state government as a whole, a major state agency, or a University of Wisconsin doctoral campus. This classification replaces the Printing Services Supervisor 2 classification. 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 3, 2008, and announced in bulletin OSER-0213-MRS/SC to remove the Department of Transportation, Printing Supervisor, and the Department of Administration, Printing Services Program Supervisor, as a representative positions.

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