

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY  
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

**Posting No:** 02  
**Fiscal Year:** 2018/2019  
**Posted Date:** 07/09/2018  
**Reposted Date:** N/A

**RETITLE AND AMEND THE FOLLOWING JOB CODE(S):**  
*(Job specification(s) attached.)*

| Item # | Job Code | Former Title                   | New Title                          |
|--------|----------|--------------------------------|------------------------------------|
| 1      | 1760     | Offset Machine Operator        | Print/Mail Machine Operator        |
| 2      | 1762     | Senior Offset Machine Operator | Senior Print/Mail Machine Operator |

**AMEND THE FOLLOWING JOB SPECIFICATION(S):**  
*(Job specification(s) attached)*

| Item # | Job Code | Title                                    |
|--------|----------|--|
| 1      | 1764     | Mail and Reproduction Service Supervisor |

**Protests on an item should be addressed to the Human Resources Director** and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to [DHR.ClassificationActionPostings@sfgov.org](mailto:DHR.ClassificationActionPostings@sfgov.org). All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

**For additional information regarding this proposed classification action**, please contact Stephen Fu, Management Assistant, at (415) 701-5680 or by email at [Stephen.Fu@sfgov.org](mailto:Stephen.Fu@sfgov.org).

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

**cc:** All Employee Organizations  
All Departmental Personnel Officers  
DHR – Class and Comp Unit  
DHR – Client Services Unit  
DHR – Employee Relations Unit  
DHR – Recruitment and Assessment Unit  
DHR – Client Services Operations  
Micki Callahan, DHR  
Michael Brown, CSC  
Sandra Eng, CSC

Christopher Colandene, SFERS  
Theresa Kao, Controller/ Budget Division  
E-File

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Offset-Print/Mail Machine Operator  
Job Code: 1760

### DEFINITION

Under direct general supervision, 1760 Print/Mail Machine Operator operates multiple head offset duplicating machines and other related printing, bindery and/or finishing mailing equipment for the reproduction of varied camera-ready originals. This is the journey-level class of the series.

### DISTINGUISHING FEATURES

Class 1760 Offset Print/Mail Machine Operator ~~is the journey-level class of the series.~~ This class is distinguished from Class 1762 Senior Offset Print/Mail Machine Operator in that the latter also performs supervisory functions.

### SUPERVISION EXERCISED

NONE

### EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

1. Operates, sets up and adjusts ~~offset duplicating machines and other related printing equipment such as high speed copier,~~ mailing and bindery and finishing equipment such as collators, and folding machines, etc., according to copy specifications and for different sized and weights of stock to produce printed materials; balances mixture of ink and fountain solution to proper consistency.
2. Maintains machines in good working order by cleaning, greasing and oiling; performs minor repairs when necessary; keeps work and storage areas orderly.
3. ~~Preserves and files negatives, masters and printing plates.~~
4. ~~Records and reports progress of work.~~
5. 4 Controls inventory; ~~may requisition~~ s and acquires materials and supplies.
6. ~~May perform printing related clerical, bindery, finishing and other tasks.~~

### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: the operation of offset duplicating machines and other related printing equipment such as high speed copier, bindery and finishing equipment such as collators, and folding machines; safe operation of printing, bindery, mailing equipment, and related machinery; fire prevention, safe handling and disposal of chemicals and the maintenance of the work and storage areas in an orderly manner; grades, weights and sizes of paper, kinds and uses of graphic art chemicals.

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

**Title: Offset-Print/Mail Machine Operator**  
**Job Code: 1760**

~~Ability and Skill to:~~ communicate orally and in writing in an effective manner ~~with repairmen, vendors and departmental personnel~~; prepare routine records and reports; read and understand written instructions such as operating manuals, requests for reproduction, etc.; interact tactfully, courteously, and diplomatically with other departmental personnel; ~~identify and distinguish among grades, weights and sizes of paper, kinds and uses of graphic art chemicals; mix inks and solutions to proper color and consistency; make masters by and differentiate between direct exposure and burning methods~~; maintain equipment and perform minor repair procedures.

### MINIMUM QUALIFICATIONS

*These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

Education:

Experience:

Two **(2)** years of recent experience in the operation of an offset machine and/or high speed digital production copier **printer** (including bindery) in a reprographic or production center environment.

~~Special Requirements:~~ Essential duties require the following physical skills and work environment: *physical effort and manual dexterity in the operation and maintenance of offset or other related equipment. May be required to perform heavy lifting of at least 50 pounds.*

License and Certification:

Substitution:

### SUPPLEMENTAL INFORMATION

**Nature of work requires:** *physical effort and manual dexterity in the operation and maintenance of high speed digital or other related equipment; perform heavy lifting of at least 50 pounds.*

**May be required to drive in order to transport materials.**

### PROMOTIVE LINES

**To:** 1762 Senior Offset **Print/Mail** Machine Operator

**ORIGINATION DATE:** 01/12/1961

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Offset-Print/Mail Machine Operator  
Job Code: 1760

AMENDED DATE: 7/23/1999, 09/18/15; 07/XX/18

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: ~~Senior Offset~~ Print/Mail Machine Operator  
Job Code: 1762

DEFINITION

Under direction, performs difficult, responsible and specialized production work in the operation of ~~operates~~ printing, bindery and/or mailing equipment ~~an offset duplicating machine for reproducing typewritten and other material from master plates; supervises the work of several machine operators; and performs related duties as required.~~ This is the first level supervisory class in the series.

~~Requires responsibility for: carrying out and explaining existing methods and procedures related to the operation and maintenance of davidson or multilith offset duplicating machines and related equipment; preventing moderate losses through the proper handling and safeguarding of such equipment; maintaining routine reports of time and work done and in process. Nature of work requires some physical effort and dexterity in the use of fingers and hands in the operation of offset or related machines and equipment.~~

DISTINGUISHING FEATURES

The 1762 Senior Print/Mail Machine Operator is distinguished from the 1760 Print/Mail Machine Operator by the former's supervisory duties.

SUPERVISION EXERCISED

Supervise subordinate personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

- ~~1. Schedules, assigns and reviews~~ Supervises ~~the work of offset machine~~ or high speed digital printer ~~operators engaged in the operation and maintenance of davidson or multilith offset duplicating machines, mimeograph and ditto machines and other duplicating equipment.~~
- ~~2. Operates, an offset process davidson or multilith duplicating machine and other~~ printing, mailing and bindery ~~equipment in the reproduction of single or multi-color works from master plates~~ process; ~~makes adjustments to machines and maintains them in good working condition.~~
- ~~3. Adjusts machines for different weights and sizes of stock; inks and adjusts rollers and regulates flow of ink and repellent solution.~~
- ~~4. Preserves and files negatives, masters and printing plates for future use.~~
- ~~5. Makes adjustments to machines and maintains them in good working condition.~~
- ~~6~~ 4 Maintains files of duplicating masters and other related files.
- ~~7~~ 5. Performs miscellaneous clerical duties such as assembling and stapling reproduced materials; orders and maintains necessary supplies.

CITY AND COUNTY OF SAN FRANCISCO  
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Title: ~~Senior Offset Print/Mail~~ Senior Offset Print/Mail Machine Operator  
Job Code: 1762

~~86. May estimate the cost of duplicating jobs; r~~Requisitions and is responsible for materials and supplies for ~~offset~~ printing equipment; submits reports on progress of work and recommends changes and improvements in methods and procedures.

### KNOWLEDGE, SKILLS, AND ABILITIES

~~Knowledge of: the operation of various types of duplicating equipment; types, quality, sizes and uses of paper, inks, solvent-Is and various supplies needed; modern office methods and procedures;~~ safe operation of printing, bindery and mailing equipment.

~~Ability and Skill to: make minor adjustments of duplicating machines and other related equipment; perform or supervise routine clerical work; assign, supervise and review the work of a small group of employees~~ subordinates; follow oral and written instructions communicate effectively orally and in writing; deal interact tactfully, courteously and effectively diplomatically with subordinates others.

### MINIMUM QUALIFICATIONS

*These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

#### Education:

~~Requires completion of four years of high school~~

#### Experience:

~~, supplemented by at least two~~ Three (3) years of recent experience in the operation of as an offset machine operator or a high speed digital production printer (including bindery) in a reprographic or production center environment.

#### License and Certification:

#### Substitution:

### SUPPLEMENTAL INFORMATION

Nature of work requires physical effort and manual dexterity in the operation and maintenance of high speed digital or other related equipment. Perform heavy lifting of at least 50 pounds.

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Title: Senior ~~Offset~~ Print/Mail Machine Operator  
Job Code: 1762

May be required to drive in order to transport materials.

PROMOTIVE LINES

To: No normal lines of promotion 1764 Mail and Reproduction Service Supervisor  
From: 1760 ~~Offset~~ Print/Mail Machine Operator

ORIGINATION DATE: 01/12/1961

AMENDED DATE: 07/XX/18

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD



CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Mail and Reproduction Service Supervisor  
Job Code: 1764

**DEFINITION**

Under general direction, ~~supervises~~ oversees the operation of a central reproduction service; ~~supervises a mail unit; coordinates and directs the distribution of department mail, bulletins and other materials; supervises~~ and/or microfilming and central storage of film and other records; ~~and performs related duties as required.~~ Class 1764 Mail and Reproduction Service Supervisor is the second-level supervisor of the series.

**DISTINGUISHING FEATURES**

~~Positions in this class are responsible for the operation of a departmental reproduction and mail center or for assisting a 1778 Blueprint and Reproduction Manager in the operation of an interdepartmental reproduction center.~~ Class 1764 Mail and Reproduction Service Supervisor Positions are is distinguished from lower ranks 1762 Senior Print/Mail Machine Operator and 1760 Print/Mail Machine Operator in that incumbents the former is are assigned full or partial managerial as well as supervisory duties.

**SUPERVISION EXERCISED**

Supervises subordinate staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

- ~~1. Supervises and/or participates~~ Oversees in the operation of central reproduction and mailing operations equipment, offset presses, blueprinting, mimeograph, addressograph equipment and plate-making equipment in the reproduction of single or multiple work from master plates; may adjust machines for different weights and sizes of stock; when necessary, inks and adjusts rollers and regulates flow of ink and repellent solution.
- ~~2. Estimates the cost of duplicating jobs to determine whether work will be or by outside contractor and to set price if material is to be sold~~ printing and mailing projects; initiates requisitions and purchase orders for materials and supplies for offset and other mailing and reproduction equipment services; submits reports on progress of work; recommends changes and improvements in methods and procedures.
- ~~3. Estimates materials, supplies, and equipment costs per unit based on prior experience for inclusion in the department budget; r~~ Recommends purchase of new equipment or replacement; reviews, ~~and approves work orders~~ and tracks incoming projects; maintains vendor and supplier contacts; initiates requests for purchase orders and withdrawals from revolving fund for reproduction services.
- ~~4. Performs layout work in connection with graphic bulletins and drawings; ensures~~ that the material can be properly fitted together for presentation in a manual or book.
- ~~5. Supervises the collating, punching, assembling and stapling of materials for distribution.~~

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

**Title: Mail and Reproduction Service Supervisor**  
**Job Code: 1764**

~~65.~~ Supervises personnel of the mail unit involved in the pickup, sorting and distribution of U.S. and departmental mail; ~~assigns personnel, and changes schedules to insure maximum efficiency and effectiveness in meeting deadlines; reviews completed work.~~

~~76.~~ Maintains **Archives** files of negatives, masters and printing plates for future use; orders and maintain inventories of necessary supplies.

### KNOWLEDGE, SKILLS, AND ABILITIES

~~Knowledge of: the operation of various types of offset, duplicating, lithography and other similar equipment; types, quality, size and use of paper, inks, solvents and various supplies needed for this work; knowledge of **safe operation of printing, bindery and mailing** equipment used in cutting, assembling, and fastening operations.~~

~~Ability and Skill to: plan and supervise **oversee** the operation of **mailing and** reproduction service; layout **organize, prioritize** and analyze work to be done; plan operations and achieve efficient utilization of equipment and personnel; prepare accurate cost estimate for machine operation; make minor adjustments on duplicating machines and other related equipment **and troubleshoot problems; communicate effectively orally and in writing; interact tactfully, courteously and diplomatically with others.**~~

### MINIMUM QUALIFICATIONS

*These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

#### Education:

~~Requires completion of four years of high school~~

#### Experience:

~~supplemented by at least f**ive (5)** years of recent experience in the operation of offset process duplicating machines, plate-making equipment, blueprinting, or other similar reproduction equipment **or high speed digital production printer (including bindery) in a reprographic or production center environment**, including at least two **(2)** years in a supervisorying capacity; or equivalent combination of training and experience.~~

#### License and Certification:

#### Substitution:

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Mail and Reproduction Service Supervisor  
Job Code: 1764

SUPPLEMENTAL INFORMATION

Nature of work requires physical effort and manual dexterity in the operation and maintenance of high speed digital or other related equipment. Perform heavy lifting of at least 50 pounds.

May be required to drive in order to transport materials.

PROMOTIVE LINES

To: ~~1778 Blueprint and Reproduction Manager~~  
From: 1762 Senior Offset Print/Mail Machine Operator

ORIGINATION DATE: 11/06/1967

AMENDED DATE: 12/12/1967; 08/21/1978; 07/XX/18

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD