

**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:** 21  
**Fiscal Year:** 2020/2021  
**Posted Date:** 06/15/2021  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	C177	Senior Print Production 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.

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  
Carol Isen, DHR  
Sandra Eng, CSC  
Sue Hwang, SFERS  
Theresa Kao, Controller/ Budget Division  
E-File

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Senior Print Production Supervisor  
Job Code: C177**

**DEFINITION**

Manage and operate Digital Print Production services.

Under direction, assist in coordinating and supervising all reproduction services for City College of San Francisco; directly performs various reproduction functions; and liaises to department and vendors.

Under direction, maintain, operate, adjust, and perform routine maintenance on offset printing presses, as well as mailing, bindery and reprographic equipment for the purpose of producing professional printed and reproduced products and documents.

**DISTINGUISHING FEATURES**

**SUPERVISION EXERCISED**

May supervise subordinate staff and student workers performing printing production or reprographic duties.

**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. Operate and manage digital print production services. Responsibilities may include: client/student contact, intake and estimating jobs, pre-press/file imposition, output using full-color and B&W digital production presses, light binding, finishing and packaging, invoicing, payment collection, accounting and deposit preparation. Inventory management and supply orders as needed.
2. Liaison to client departments regarding services, schedules, project status, and billing information.
3. Recommends new equipment to Reproduction Services Manager for the purpose of ensuring that the department has access to the software and/or hardware needed to meet college reproduction needs.
4. Reviews work orders and requests for services for the purpose of determining quantities to be printed, stock specifications, colors, and special printing instructions.
5. Informs personnel regarding procedures and/or status of work orders for the purpose of providing necessary information for making decisions and taking appropriate action.
6. Coordinates and supervises reproduction of all high-speed copying, offset printing, and binding services for the purpose of completing projects and work orders efficiently. (note: this duty specifically pertains to supervision of work, and not supervision of staff)
7. Supervises or oversees subordinate staff and student workers performing printing production or reprographic duties.

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8. Maintains relationships with outside vendors for the purpose of identifying services available, resolving schedule and quality issues, resolving billing and payment issues, and negotiating costs.
9. Provides a variety of reproduction services (e.g., desktop publishing, graphic design, typesetting, photocopying, binding, photography offsetting printing, etc.) for the purpose of training support staff on services, provide support on highly complex orders, or to assist with filling orders in a timely fashion.
10. Prints a wide variety of large run forms, catalogs, and documents (e.g., multicolored reports, announcements, forms, letterhead, fliers, pamphlets, etc.) for the purpose of providing materials needed by college personnel for instruction, conferences, special events and related activities.
11. Sets up offset printing machine(s) (e.g., adjusts and calibrates, etc.) for the purpose of preparing the equipment for printing.
12. Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the jobs in the queue.
13. Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: Knowledge of reproduction, graphic hardware and software systems used in offset printing, high-speed photocopying, desktop publishing-typesetting, graphic design, photography, bindery, and other reprographic techniques.

Ability or Skill to: Plan, organize and direct the work of others; work harmoniously with City personnel and vendors; perform a variety of reproduction and graphic tasks utilizing appropriate equipment, hardware and software; solve technical reproduction and graphics 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:

Experience:

Three (3) years of recent verifiable experience in printing production, including the operation of offset/digital machinery and graphics equipment (including bindery) in a reprographic or production center environment, including at least one (1) year in a supervisory capacity.

License and Certification:

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Substitution:

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

**ORIGINATION DATE:** 06/XX/21

**AMENDED DATE: REASON**

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

**BUSINESS UNIT(S):** SFCCD