

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105770
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Printing & Mail Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006521	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree		
	USUAL WORKING TITLE OF POSITION Mainframe Printing Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005596 Management Analyst Supervisor 2		
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative		Bargaining Unit 22 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00am – 5:00pm Report in location & work hours subject to change.				
	JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities		
70	Serves as agency manager of State Printing Mainframe Print Services first shift operations: formulates & implements mainframe printing & production policies & procedures (e.g., check data & security policy, quality assurance procedure); analyzes production reports & conducts operation audits to determine production requirements & evaluate current production estimates & outputs; supervises assigned staff (e.g., approves leave, sets standards for evaluation & performs annual reviews, provides employee training & administers discipline); directs & coordinates activities of employees engaged in production & processing of printing documents; plans & establishes work schedules, assignments, & production sequences to meet production goals; conducts quality assurance audits to ensure accuracy; confers with supervisor(s) to coordinate operations & activities; develops tactics & procedures to improve production (e.g., establishes quality control standards, establishes production strategy on incoming projects, remains current on changing technology); reviews activity reports & other performance data to measure productivity & goal achievement & to identify program improvement opportunities.		Knowledge of (1) DAS, GSD & State Printing policies & procedures*; (2) production processes; (3) OSHA & related safety standards & practices; (4) generally accepted print production practices (5) supervision principles & practices; (6) employee training & development; (7) management of large printing &/or fulfillment operation & in utilizing digital technology. Skill in (8) operation of personal computer & associated hardware & software (e.g., MS Word, Excel, PowerPoint, Outlook). Ability to (9) interpret & explain moderately complex technical instructions & specifications in order to direct assigned staff; (10) resolve production, personnel & facility management problems; (11) assess questions to provide appropriate information or referral; (12) develop & maintain good rapport with customer agencies, vendors & staff; (13) communicate clearly & effectively in written & oral form.		
List Position Numbers & Job Titles of Positions Directly Supervised: 20006523 Computer Operator 3 20006526 Computer Operator 4 20006534 Computer Operator 3 20006537 Computer Operator 3			SIGNATURE OF AGENCY REPRESENTATIVE		DATE
			<i>Jeffrey Westhonen/ce</i>		4/23/12

April 4.23.12/ce

POSITION NUMBER
20006521

JOB CODE TITLE
Management Analyst Supervisor 1

JOB CODE
63215

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105770
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Printing & Mail Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006521	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Mainframe Printing Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005596 Management Analyst Supervisor 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00am – 5:00pm Report in location & work hours subject to change.			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
20	Establishes guidelines to assess efficiency of Mainframe Printing operations: observes work & monitors relevant indicators to ensure that employees conform to production & processing standards; analyzes & interprets internal processes; responds to questions on production & equipment issues; collects data from analyses to generate reports.		Knowledge of 1*, 2, 4, 7, (14) data analysis Skill in 8 Ability to 9, 10, 11, 13, (15) prepare meaningful, concise & accurate reports.	
10	Performs other related duties as assigned (e.g., attends staff meetings & training, makes presentations at meetings, communicates with other departments & divisions, prepares correspondence).		Knowledge of 1*, 4, 6, 7 Skill in 8 Ability to 11, 12, 13, (16) prepare & deliver speeches/presentations.	
<u>Position Specific Minimum Qualifications:</u> 24 mos. exp., in management of large printing &/or fulfillment printing operation & in utilizing digital technology.				
*developed after employment.				
JOB CODE 63215	List Position Numbers & Job Titles of Positions Directly Supervised: 20006523 Computer Operator 3 20006526 Computer Operator 4 20006534 Computer Operator 3 20006537 Computer Operator 3		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhaver/ce</i>	
			DATE 4/23/12	

Cpld 4.23.12 (12)