

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 20006536	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION State Printing - Print Services 3 rd Shift Supervisor		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006535 Management Analyst Supervisor 1	
	<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: 12:00 AM TO: 8:30 AM Report in location & work hours subject to change.				

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Assists shift manager in supervising working unit of computer operators within State Printing Mainframe Print Services, who operate high-speed laser printers, impact printers, & peripheral equipment that support multiple state agencies: responds to printing issues 24 hours/day, 7 days/week which may require overtime or call back; may be required to carry cell phone or wear pager; analyzes employee input & output workload production; acts as sole supervisor of print room areas at least one day per week; supervises subordinate employees assigned to other shifts; interviews & recommends employees for positions; assigns & reviews work; evaluates job performance; performs related administrative duties (e.g., takes attendance, receives employee call-ins, approves timesheets, approves leave requests & employees evaluation); consults with GSD's Human Resources Coordinator & Labor Relations Officer regarding issues with bargaining unit employees.	Knowledge of (1) supervision; (2) safety regulations & procedures compatible with OSHA standards; (3) customer service techniques; (4) State Printing - Print Services Standard Operating Procedures (SOP)*; (5) IBM/Xerox high speed laser printers, peripheral equipment, automated paper handling equipment, IBM JES3/MVS messages, Windows messages; (6) employee interviewing; (7) shift overtime budgeting; (8) union grievance process*; Skill in (9) operation of computer workstations, high speed laser printers, peripheral equipment. Ability to (10) calculate fractions, decimals & percentages; (11) use statistical analysis for graphs & charts; (12) write shift SOP, training documentation; (13) gather, collate & classify information (e.g., shift logs, special production run information); (14) coordinate special projects involving other shifts or areas; (15) establish friendly atmosphere as a shift supervisor; (16) respond to printing issues 24 hours a day 7 days a week; (17) carry cell phone or wear pager. *developed after employment

JOB CODE 12375	List Position Numbers & Job Titles of Positions Directly Supervised: 20006538 Printing Machine Operator 20006540 Computer Operator 3 20071797 Printing Machine Operator	SIGNATURE OF AGENCY REPRESENTATIVE	DATE

Copd 12-30-11 (paw)

