

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Digital Composition Specialist I	OFFICE/BRANCH/SECTION D22/DBFS/BUSINESS SERVICES	
WORKING TITLE Digital Composition Specialist I	POSITION NUMBER 702-035-7255	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of the Printing Trades supervisor I, II and Digital Composition Specialist II, the Digital Composition Specialist I is the entry level for the series. This position utilizes a variety of typesetting, page layout, graphic, and scanning software operating on multiple computer platforms in the preparation and layout of forms, publications, brochures, and other display materials. Incumbent works from copy or digital media to plan and prepare camera-ready copy or electronic files for the traditional or digital publication of forms, charts, diagrams, publications, brochures, etc. Incumbent may consult with clients to determine an agreed-upon end product and make recommendations for proper job specifications and design/layout enhancements. Incumbent exercises a great deal of independence through the operation and manipulation of a variety of hardware and software applications in the development of print and digital publications, and do other related work.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Routinely performs work utilizing the full range of equipment and software applications. Consults with clients and make recommendations for creating the desired product. Independently imports or scans text and graphics for manipulation and placement to create the desired effects. Responsible for developing a product that is compatible with the chosen method/type of publishing/printing process. Maintains high-tech equipment, troubleshoot software/hardware problems, and may work with programming/technician staff to resolve, develop, and implement procedures to maintain file integrity
30%	E	Coordinates the work of the Reprographics unit with that of other units, departments and agencies. Advises other on matters relating to the Reprographics services available. Acts as consultant and gives advice on unusual or difficult technical problems in connection with Reprographics work
15%	E	Works with other Reprographics Supervisors in load balancing, networking problems, and solutions. Works with Information Technology for networking concerns. Works with vendors in the use of new technology programs to upgrade processes.
5%	M	Follows safety guidelines when operating all reprographics equipment. Work areas and work stations must be kept neat and orderly. Assists within Reprographics as needed and allowable.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Incumbent MAY act in a lead capacity.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must know proper punctuation, spelling, and grammar; basic printing typography including fonts, point sizes, and spacing; page layout software; computer operating systems; basic printing and publishing terminology; proper equipment maintenance; page design; basic mathematical computations, capabilities, and operation of computer systems; inks, paper, and other material used be used in publishing. Use specialized software applications in the composition of various publications; convert and transmit electronic files, respond to multiple work priorities. Read and write English at a level required for successful job performance. Must be able to follow oral and written directions.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor judgment could result in lower standard quality and jobs have to be reran causing important deadlines to be missed, thus, causing increased cost or the possibility of losing Federal funds.

PUBLIC AND INTERNAL CONTACTS

Incumbent will interact with co-workers, managers, other units/departments, vendors, external agencies, etc. The incumbent must conduct him/herself in a courteous and professional manner at all times.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Demonstrate honesty, loyalty, empathy, confidentially and tact when interacting with supervisors, peers and staff. Lift and move up to (50) fifty pounds. The incumbent must be able to sit for long periods of time while working at a computer terminal.

WORK ENVIRONMENT

The position requires working in a noisy environment. Use of ear protection is recommended. The incumbent may have possible exposure to chemicals.

Pre Employment

The incumbent will be required to have an Audiometric Evaluation prior to employment.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE