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Class Specifications for the Class:COMPOSITOR IDuties Summary:

Plans and does layout; operates various machines in performing cold-type composition of a variety of continuously different materials to be printed on an offset press; and performs other duties as required.

Distinguishing Characteristics:

This class reflects the skilled performance of typographical composition and layout of a variety of materials, including booklets, pamphlets, reports, standard forms, technical manuals and guides, directories and promotional materials. The operation of various machines used in cold-type composition, producing display type, reducing or enlarging compositions and illustrations, producing camera-ready copy, and other processes is involved.

A position in this class is located in an organizational segment concerned with the preparation, reproduction and distribution of publications and materials for a large department. It is under the general supervision of a higher-level compositor.

Examples of Duties:

Consults with artists and requestors of printing and recommends layout, type styles, arrangement and other elements for proper typography; types and arranges composition of materials, including layout, paste-up and designs; determines and selects the most suitable sizes and type faces based on legibility, appropriateness, harmony in effect and sufficient contrast for attractiveness; determines the unit vertical and horizontal spacing to provide the required width and height; determines the placement and spacing of indentations, headings, paragraphs and footnotes; sets up and operates machines for phototypesetting and processing; proofreads and checks the copy, dates, statistics, tables and contents; types camera-ready copy using composing equipment; scales photographs for half-tone strip-ins for negatives; makes velox enlargements or reductions using a process camera; operates equipment to produce display type in a variety of styles; may use drafting instruments to draw lines, boxes, charts, tables, embellishments, etc.; orders supplies and materials, and maintains files of original artwork, display type, vendors, etc.; compiles work statistics; may assist in assigning and directing the work of helpers or clerical assistants.

Knowledge and Abilities Required:

Knowledge of: Methods and practices of cold-type composition; various tools, instruments and equipment used in cold-type composition; printing terms and measurements; methods and procedures in preparation of line copy for printing.

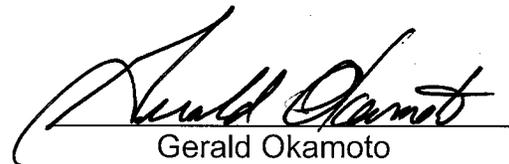
Ability to: Plan, layout and set up copy for a variety of printed materials; care for and operate vari-typing and composing machines and other equipment used in the work; make arithmetical computations; proofread and make composition corrections; scale copies and illustrations in preparing layout; give and receive oral and written instructions; deal effectively with artists and requestors of printing; and advises on proper composition.

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Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class COMPOSITOR I by the Department of Education Civil Service system.

DATE APPROVED: FEB - 3 2006

EFFECTIVE DATE: JUL - 1 2005



Gerald Okamoto  
Assistant Superintendent  
Office of Human Resources

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Class Specifications for the Class:COMPOSITOR IIDuties Summary:

Supervises and participates in planning and performing layout and operating various machines in performing cold-type composition of a variety of continuously different materials to be printed on an offset press; and performs other duties as required.

Distinguishing Characteristics:

This class reflects the working supervisor in the skilled performance of typographical composition and layout of a variety of materials, including booklets, pamphlets, reports, standard forms, technical manuals and guides, directories and promotional materials. The operation of various machines used in cold-type composition, producing display type, reducing or enlarging compositions and illustrations, producing camera-ready copy, and other processes are involved.

A position in this class is located in an organizational segment concerned with the preparation, reproduction and distribution of publications and materials for a large department. It is under the general supervision of a supervisor in charge of graphics and is responsible for typesetting and the layout and paste-up of materials for printing.

Examples of Duties:

Assigns composition work to one or more subordinates; directs and reviews work flow, production, accuracy and quality of typesetting produced and all other related graphic duties; consults with artists and requestors of printing and recommends layout, type styles, arrangement and other elements for proper typography; designs forms, and does layouts and paste-ups of brochures, newsletters, reports, etc., for camera-ready copy to be used in printing; determines and selects the most suitable sizes and type faces based on legibility, appropriateness, harmony in effect and sufficient contrast for attractiveness; determines the unit vertical and horizontal spacing to provide the required width and height; determines the placement and spacing of indentations, headings, paragraphs and footnotes; sets up and operates machines for phototypesetting and processing; proofreads and checks the copy, dates, statistics, tables and contents; operates equipment to produce display type in a variety of styles; orders supplies and materials; compiles work statistics; and may assign and direct the work of helpers or clerical assistants.

Knowledge and Abilities Required:

Knowledge of: Methods and practices of cold-type composition; various tools, instruments and equipment used in cold-type composition; printing terms and measurements; methods and procedures in preparation of line copy for printing; principles and practices of supervision.

Ability to: Assign, direct and review the work of others; evaluate work performance; plan, layout and set up copy for a variety of printed materials; care for and operate composing machines and other machines used in the work; make arithmetical computations; scale copies and illustrations in preparing layout; deal effectively with artists and requestors of printing and advises on proper composition.

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Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class COMPOSITOR II by the Department of Education Civil Service system.

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EFFECTIVE DATE: JUL - 1 2005

  
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