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Class Specifications for the Class:PRINT SHOP SUPERVISOR IDuties Summary:

Supervises a printing shop which provides central printing and allied services or acts as a full assistant to a Print Shop Foreman II; advises on printing projects, cost estimates and related areas; and performs other duties as required.

Distinguishing Characteristics:

This class involves responsibility for planning and directing the day-to-day operations of a printing shop which provides various printing, duplicating and graphic arts services in a large agency or for serving as a full assistant to the Print Shop Foreman II in a correctional industries program. The work involves supervising the technical aspects of printing and other operations, and also includes responsibility for the quality of finished work, for meeting close deadlines and for setting priorities on jobs.

Examples of Duties:

Confers with purchasing agents, agency officials and other interested parties relative to printing projects, cost estimates, etc.; plans, lays out, organizes and controls print shop activities directly or through subordinate working supervisors; assigns work to subordinates; instructs and trains subordinates in work methods and the proper use of printing and duplicating machines and other related equipment; establishes and maintains production quotas to meet workload requirements; inspects work in progress and makes final inspections of finished products, taking remedial action to assure quality of work; prepares requisitions for materials and supplies; keeps abreast of developments in the printing field by reading periodicals and other literature, and by making periodic visits to commercial establishment; makes recommendations for purchasing new equipment and major repair services. In addition, in a central print shop, supervises and carries out related activities such as graphic art work; obtains contract bids from commercial printers; authorizes changes in work shift, recommends overtime work and hires student help; and participates in planning major changes in policies, levels of service, etc., and submits requests for budget funds.

In a correctional industries program, serves as full assistant to shop foreman and assumes full responsibility for the operations of the printing and bindery shops during the absence of the shop foreman; schedules and accompanies inmates in the delivery and pickup of raw materials and finished projects; controls the inventory of equipment and

supplies materials and tools; maintains surveillance for contraband and weapons; evaluates the work, attitudes, etc., of residents; and prepares accident, disciplinary and other reports as necessary.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of supervision; methods, materials, equipment and tools used in printing shop work including platemaking, color processing and cost estimating; simple record keeping. In a correctional industries program, must have as a secondary requirement, knowledge and skill in applying penological theories, principles and techniques.

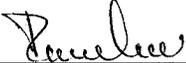
Ability to: Plan and direct the operations of a printing shop; confer with print shop users and advise on printing projects; estimate costs; compute and maintain accurate operational records of equipment, tools, materials and production costs; and establish and maintain effective working relationship with others.

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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 PRINT SHOP SUPERVISOR I by the Department of Education Civil Service system.

DATE APPROVED: SEP 13 2006

EFFECTIVE DATE: JUL - 1 2005

  
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for Gerald Okamoto  
Assistant Superintendent  
Office of Human Resources

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Class Specifications for the Class:PRINT SHOP SUPERVISOR IIDuties Summary:

Supervises, through subordinate foremen, the printing shop in a correctional industries program; and performs other duties as required.

Distinguishing Characteristics:

A position in this class is responsible for the operation of a printing shop on a self-supporting basis which requires appropriate quality control and economy of operations. The work includes planning and organizing operations and directing work activities through subordinate inmate and classified service supervisors. It also includes responsibility for all equipment, supplies, materials and inmate personnel used in the shop.

Work is performed within the framework of correctional industries policies and includes the guidance and instruction of inmates in providing training. Supervision received is general administrative.

Examples of Duties:

Provides cost estimates on jobs and makes out job orders; prepares production requests and layouts to conform to specifications and press requirements and to maintain controls; assigns, directs and reviews work in progress to maintain quality control, and production and time schedules; provides on-the-job training in the operation of multilith and platen presses, collating, cutting, drilling, folding, perforating, plate making and other machines; instructs subordinates in printing techniques and technical information; reviews material and edits proof copy; orders supplies and maintains inventory controls on all materials, tools and equipment; establishes and enforces safety rules; reviews and improves methods and procedures; maintains operational records including residents' work hours; evaluates work performance of residents, and makes reports; may accompany and supervise residents in pick up and delivery work; may restrain residents and participate in escape hunts; solicits and encourages State and city agencies to utilize print shop services in printing forms, envelopes, publications, labels, charts, brochures, certificates, business cards, tickets, etc.

Knowledge and Abilities Required:

Knowledge of: Methods, materials, equipment and tools used in printing shop work including estimating, plate making, color processing, photo engraving and lithography; simple recordkeeping; principles and practices of supervision, principles and practices of shop safety.

Ability to: Plan, organize and direct the operation of a print shop; instruct inmates in the proper use of printing shop equipment and other aspects of printing trade; give and receive both oral and written instructions; maintain operational records and prepare reports on production, residents' time, inventory, etc.

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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 PRINT SHOP SUPERVISOR II by the Department of Education Civil Service system.

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for Gerald Okamoto  
Assistant Superintendent  
Office of Human Resources