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Class Specifications for the Class:OFFSET PRESS OPERATOR IDuties Summary:

Operates one or more offset printing machines in printing a variety of continuously different materials involving substantial multi-color and half-tone work and performs other duties as required.

Distinguishing Characteristics:

This class involves responsibility for operating one or more offset printing machines in printing a variety of materials for which determinations have been made on layout, paper stock and inks to be used.

Examples of Duties:

Performs simple design and similar art work as directed; receives instruction and photograph materials for printing and develops negatives; opaques and masks negatives for platemaking; operates platemaking equipment and rubs plates with chemicals to bring out images; mixes inks; operates and adjusts an offset press in printing such materials as forms, letterhead, envelopes, brochures, pamphlets and catalogs, including multi-color and half-tone jobs; may set type and operate a proof press and platen press; cleans, lubricates and maintains equipment; makes simple adjustments to equipment and may make minor repairs; operates stapling, folding, paper drilling, collating, paper cutting and other accessory equipment; stitches, tapes or glues materials for binding; packages printed materials; receives and stores supplies and materials; may instruct clerical workers assigned to assist in stapling, collating and other similar work tasks; carries out activities of a printing unit as assigned in the absence of the supervisor.

Knowledge and Abilities Required:

Knowledge of: Making and care of surface plates for printing; operation and care of an offset printing machine.

Ability to: Opaque and mask negatives for surface platemaking; mix inks; learn related photographic and other processes as required; clean, lubricate and maintain offset printing and accessory equipment; understand and follow oral and written instructions.

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 OFFSET PRESS OPERATOR I by the Department of Education Civil Service system.

DATE APPROVED: JUL 10 2006

EFFECTIVE DATE: JUL - 1 2005


Gerald Okamoto
Assistant Superintendent
Office of Human Resources

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Class Specifications for the Class:OFFSET PRESS OPERATOR IIDuties Summary:

Operates, adjusts and maintains offset printing machine and other accessory equipment in printing a variety of different materials involving straight, half-tone and multi-color runs, and performs other duties as required.

Distinguishing Characteristics:

This class involves responsibility for operating offset machines in printing a variety of publications and forms involving multi-color and half-tone work and requiring proper selection of ink, determination of stock and major adjustment to machines to accommodate a variety of runs.

Examples of Duties:

Prepares press for production runs of charts, maps, technical manuals, annual reports, brochures, contracts, letterheads, envelopes and other printed materials; sets up, adjusts and coordinates the operation of feeder and delivery mechanisms, adjusting air blow, guides and tapes to insure uninterrupted flow of stock through press; operates offset press for the printing of a variety of materials involving multi-color and half-tone work; visually observes condition of blanket and rolls for wear or imperfections; sets pressures so reproductions will be precise, clear and uniform; selects appropriate paper stock and type of ink for the different runs, considering color tones specified; determines the amount of ink, dryers, varnishes and waxes to compound for work order or for successive color runs; makes continuous inspections during machine operations to maintain quality of impression, to check registration, to prevent scumming and paper wrinkling and to prevent or correct mechanical or chemical difficulties which may develop; oils and greases press and cleans cylinder surfaces, dampeners and water mechanisms; operates platemaking equipment; arranges masked negatives with special paper accurately to the size of a plate on a vacuum frame; exposes plate through negative to a lamp for given time and removes plate and treats it with a special solution for clear and sharp image; operates mimeograph and other duplicating machines and other accessory equipment; and may prepare reports and maintain records of supplies.

Knowledge and Abilities Required:

Knowledge of: Methods and practices of operating and adjusting offset printing machines; various kinds of paper, inks and chemicals used in offset printing; procedures and techniques in photographic plate construction.

Ability to: Adjust, prepare and operate offset printing machine for various runs involving various types, weights and grades of printing stock and inks; evaluate amount of ink, dryers, varnishes and waxes to compound; maintain consistency of color and registration during multi-color runs; prevent or correct mechanical or chemical difficulties during machine operation to insure quality of impression; grease, oil and maintain offset printing machine.

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 OFFSET PRESS OPERATOR II by the Department of Education Civil Service system.

DATE APPROVED: JUL 1 0 2006

EFFECTIVE DATE: JUL - 1 2005


Gerald Okamoto
Assistant Superintendent
Office of Human Resources

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Class Specifications for the Class:OFFSET PRESS OPERATOR IIIDuties Summary:

Conducts the operation of a printing unit and operates one or more offset printing machines in printing a variety of continuously different materials involving substantial multi-color and half-tone work; and performs other duties as required.

Distinguishing Characteristics:

This class involves responsibility for being in charge of a printing unit involving discussing and advising on printing jobs with departmental personnel, estimating costs, organizing and scheduling work, periodically instructing clerical workers in the use of duplicating and accessory machines, maintaining supplies and equipment, and operates one or more offset printing machines.

Examples of Duties:

Discusses and makes recommendations to administrative and other departmental personnel on printing jobs involving layout, type styles, colors, paper stock weight, texture and color, etc.; estimates costs of printing jobs; drafts layout and contacts printing firms for art and photographic work, and makes follow-up with departmental personnel; operates platemaking equipment and burns plates; rubs plates with chemicals to bring out images; mixes inks and matches colors; operates and adjusts an offset press in printing such materials as forms, brochures, leaflets, pamphlets and charts, including multi-color and half-tone jobs; operates mimeograph and other simple duplicating or copying machines; operates stapling, folding, paper drilling, collating, paper cutting and other accessory equipment; cleans and maintains equipment, makes simple adjustments and minor repairs; requisitions and maintains supplies and materials, and maintains inventory records; prepares reports of work activities, operating costs, inventory, etc.; organizes, instructs, assigns and checks on the work of clerical workers periodically assigned to perform collating, stapling, taping and similar work tasks; periodically instructs clerical workers from other units in the use of duplicating and accessory equipment.

Knowledge and Abilities Required:

Knowledge of: Making and care of surface plates for printing; operation and care of an offset printing machine; finish and texture of printing paper; office practices and procedures.

Ability to: Discuss and advise on printing requirements and estimate printing costs; plan, organize and schedule printing jobs, and maintain a printing unit; mix inks and match colors; clean, lubricate and maintain offset printing and accessory equipment; make simple adjustments and minor repairs to equipment; maintain records and prepare reports; give and receive oral and written instructions.

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 OFFSET PRESS OPERATOR III by the Department of Education Civil Service system.

DATE APPROVED: AUG - 4 2006

EFFECTIVE DATE: JUL - 1 2005



Gerald Okamoto
Assistant Superintendent
Office of Human Resources

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Class Specifications for the Class:OFFSET PRESS OPERATOR IVDuties Summary:

Supervises and participates in the operation of a printing unit servicing schools statewide; including operating one or more offset printing machines; oversees the operation of printing, binding and other accessory equipment in the production of various school related materials; and performs other duties as required.

Distinguishing Characteristics:

This class involves responsibility for a printing unit in the Department of Education. It is characterized by a large scale operation servicing schools statewide, including charter and community schools; and involves supervising one or more press operators and coordinating the workflow of the printing unit and; additionally, includes making surface plates from negatives; and offset press and bindery operation and care.

Examples of Duties:

Discusses and makes recommendations to administrative and other departmental personnel on printing jobs involving layout, type styles, colors, paper stock weight, texture and color, etc., estimates costs of printing jobs; does layout work and may make simple designs or perform similar art work; may set type and operate a proof press; may operate a copying camera to photograph masters and develop negatives; operates platemaking equipment and burns plates; rubs plates with chemicals to bring out images; mixes inks and matches colors; operates and adjusts an offset press in printing such materials as forms, letterhead, envelopes, brochures, leaflets, pamphlets and catalogs, including multi-color and half-tone jobs; may operate mimeograph and other simple duplicating or copying machines or a platen press; operates stapling, folding, paper drilling, collating, paper cutting and other accessory equipment; cleans and maintains equipment and makes simple adjustments and minor repairs; requisitions and maintains supplies and materials and may conduct the operation of a departmental central supply room involving office supplies and forms; maintains inventory records and prepares reports of work activities, operating costs, inventory, etc.; organizes, instructs, assigns and checks on the work of clerical workers periodically assigned to perform collating, stapling, taping and similar work tasks;; assigns, instructs and reviews the work of one or more subordinates in offset printing machine operation and other work, and evaluates work performance; may instruct others in vari-typing as to layout, spacing of words and letters, etc.; performs art work and may perform photographic work; may conduct the operation of a

central storeroom for office supplies and forms.

Knowledge and Abilities Required:

Knowledge of: Making and care of surface plates for printing; operation and care of an offset printing machine; finish and texture of printing paper; office practices and procedures; principles and practices of supervision.

Ability to: Discuss and advise on printing requirements and estimate printing costs; plan, organize and schedule printing jobs, and maintain a printing unit; perform layout work; operate a copying camera and develop negatives; opaque and mask negatives for surface platemaking; mix inks and match colors; clean, lubricate and maintain offset printing and accessory equipment; make simple adjustments and minor repairs to equipment; maintain records and prepare reports; maintain supplies and equipment; give and receive oral and written instructions.

This is an amendment to the specifications for the class OFFSET PRESS OPERATOR IV that was approved by the Department of Education Civil Service System on August 4, 2006.

DATE APPROVED: 5/13/08



Fay Ikei

Acting Assistant Superintendent
Office of Human Resources

EFFECTIVE DATE: May 1, 2008