

MEMORANDUM

DATE: October 28, 2002

TO: PERSONNEL MANAGEMENT LIAISONS REFERENCE CODE: 2002-070

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Employee Relations Officers  
Personnel Officers

FROM: Department of Personnel Administration  
Classification and Compensation Division

SUBJECT: Implementation of New Allocation Guidelines for Printing Trades  
Supervisory Classes

CONTACT: Daniel Tokunaga, Staff Personnel Management Analyst  
(916) 322-3766  
FAX: (916) 327-1944  
E-mail: DanielTokunaga@dpa.ca.gov

The Department of Personnel Administration has developed revised allocation guidelines for the classes of Printing Trades Supervisor I, Printing Trades Supervisor II, and Associate Printing Plant Superintendent. These new guidelines have been developed in consultation with user departments and the Association of California State Supervisors. The revised allocation guidelines have an effective date of August 30, 2002, and replace the Exceptional Allocation Criteria Guidelines that were previously put into effect August 31, 2001.

User departments may apply the guidelines under Modified Classification Review (MCR) Level I. Proper personnel management practice recommends that allocations made under the new guidelines take effect on a prospective basis when practical; however, under no circumstance may these guidelines be used to support appointments or out-of-class claims effective prior to August 30, 2002.

If you have any questions, please contact Daniel Tokunaga at the phone number or e-mail address shown above.



Michael T. Navarro, Chief  
Classification and Compensation Division

Attachment



## **Supervisory Printing Trades Classifications Guidelines for Allocations**

### **New Standards Effective August 30, 2002**

The following are new allocation guidelines for three existing supervisory classifications used in the printing trades: Printing Trades Supervisor I, Printing Trades Supervisor II, and Associate Printing Plant Superintendent. Technological changes, changes in the classification structure, and a growing need for more sophisticated oversight of printing operations have resulted in the need for these guidelines. These new guidelines supersede the exceptional guidelines that became effective August 31, 2001.

These guidelines are to be used in conjunction with the class specifications and are intended to supplement and clarify the use of supervisory classes in the printing trades profession. They reflect the current printing trades environment, equipment, and staff structure. The reader should note that incumbents must meet the minimum qualifications of the class and be eligible for appointment in order to have the guidelines apply to their positions.

#### General Background

- a. Typically, supervisory printing trades positions will devote 60–80% of their time performing supervisory and program direction activities. Except in the Office of State Publishing, supervisory printing trades class incumbents will typically oversee all three printing subfunctions (press, reprographic, or bindery/finishing operations), not just one or two.
- b. Supervisory printing trades incumbents do not ordinarily operate printing trades equipment; however, on an as-needed basis, incumbents can and do operate such equipment. Knowledge of proper equipment operation is therefore highly desirable for incumbents.
- c. Except in the Office of State Publishing, job classes that contribute towards supervisory printing trades class allocations include:
  1. Digital Print Operators
  2. Sheetfed Offset Press Operators
  3. Webfed Offset Press Operators
  4. Bookbinders
  5. Offset Process Camera Operator
- d. Except in the Office of State Publishing, job classes that do not contribute towards supervisory printing trades class allocations include:
  1. Office Assistants
  2. Office Technicians
  3. Program Technicians
  4. Student Assistants
  5. Business Service Assistants

6. Business Service Officers
  7. Graphic Designers
  8. Digital Composition Specialists
- e. Mailroom operations do not contribute towards supervisory printing trades class allocations.
- f. Although the following work activities are related to the printing trades and are potentially complex or sensitive, they are either equally applicable across all levels or are not considered core functions of the supervisory printing trades classes. For these reasons, they do not impact position allocations.
1. Chemical storage and removal/disposal
  2. Handling of sensitive/confidential materials (tests, permits, licenses, court documents, etc.)
  3. Supply and inventory work
  4. Ordering equipment
  5. Development and/or monitoring of service or annual agreements
  6. Digital composition and graphic design work

#### Factors that Characterize Allocations to Printing Trades Supervisor I

Incumbents must supervise a minimum of three printing trades staff.

The presence of a single Sheetfed Offset Press Operator III within the printing trades organizational structure will not justify upgrade of the Printing Trades Supervisor I position. The presence of a single Bookbinder IV position will not justify upgrade of the Printing Trades Supervisor I position. In either case, the Printing Trades Supervisor I can effectively coexist with the high-level subordinate position.

#### Factors that Characterize Allocations to Printing Trades Supervisor II

Incumbents must directly supervise a minimum of two to three Sheetfed Offset Press Operators III, Webfed Offset Press Operators II, or Bookbinders IV.

Incumbents may serve in either or both first and second level supervisory capacities.

Incumbents must supervise five or more printing trades staff. However, the staff size of Printing Trades Supervisors II will typically vary from five to as many as twelve staff, depending on work volume, complexity and number of subordinate supervisors.

The functions overseen by this class usually operate at a relatively high volume (four to six million impressions per month).

The overall supervisor to printing trades staff ratio must not be less than 1 to 5 and is typically higher when using the Printing Trades Supervisor II class. All subordinate supervisory printing trades positions, plus the Printing Trades Supervisor II, should be included in the supervisory

portion of the calculation. All positions within printing trades rank-and-file classes should be included in the staff portion of the calculation.

Factors that Characterize Allocations to Associate Printing Plant Superintendent (The following factors describe Associate Printing Plant Superintendent use outside of the Office of State Publishing.)

Incumbents will generally have fifteen or more printing trades staff reporting directly and indirectly to them. Operations that have fewer than ten printing staff will not support Associate Printing Plant Superintendent allocations.

No more than one Associate Printing Plant Superintendent allocation should be approved per department.

Incumbents are expected to have responsibility for printing, bindery/finishing, and digital print functions within the department. This responsibility includes addressing the most difficult operational issues found within the printing trades functions.

The overall supervisor to printing trades staff ratio must not be less than 1 to 5 and is typically around 1 to 8 when using the Associate Printing Plant Superintendent class. All subordinate supervisory printing trades positions, plus the Associate Printing Plant Superintendent, should be included in the supervisory portion of the calculation. All positions within printing trades rank-and-file classes should be included in the staff portion of the calculation.

Under specific circumstances, an Associate Printing Plant Superintendent allocation may be supportable in a printing trades operation in which fewer than fifteen printing trades staff were in place. All of the following conditions are required to be in place:

1. Ten or more printing trades staff must be in place.
2. The minimum average monthly production must be 10 million impressions\* per month.
3. Press work must include webfed or sheetfed production that justifies, at a minimum, staff allocation(s) to either Sheetfed Offset Press Operator III or Webfed Offset Press Operator II.

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\* The number of impressions is defined as the number of passes through a press, high speed publishing unit or similar printing equipment, times the number of heads (or plates or fusers) in use, times the number of copies reproduced. For example, if a brochure passes through a two headed press two times so that four separate colors appear and 1,000 copies of this brochure are produced, then this job would consist of 4,000 impressions. (Two passes, times two heads, times 1,000 copies, equals 4,000 impressions.)

