



STATE OF COLORADO

CLASS SERIES DESCRIPTION

July 1, 2000

PRODUCTION

D7C1TX TO D7C5XX

DESCRIPTION OF OCCUPATIONAL WORK

This class series uses five levels in the Labor, Trades, and Crafts Occupational Group and describes the operation of machines and computerized equipment used for volume production of documents, books, apparel, or textile items. The work involves setting-up, adjusting, operating, and maintaining a variety of machines used to copy, print, sew, collate, gather, tape, staple, fold, drill, glue, cut, trim, microfilm, or produce plates or negatives. The work includes setting controls or programming machines, loading and positioning stock against machine guides, operating equipment and machinery, observing machinery during operation, making adjustments, starting and stopping operation or production, inspecting finished products to verify clarity of print and product quality, and maintaining machinery and equipment in operating condition.

INDEX: Production I begins on this page, Production II begins on page 2, Production III begins on page 3, Production IV begins on page 5, and Production V begins on page 6.

PRODUCTION I

D7C1TX

CONCEPT OF CLASS

This class describes the clearly defined level where positions operate high-speed reproduction equipment capable of producing exact copies or work in support of printing shop operations. At this level work does not involve tight or exact registration processes. Positions follow established work procedures and operate within standard guidelines and alternatives which are known and any deviation from such requires prior approval. Some assignments do not move beyond this level.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

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Decision Making -- The decisions regularly made are at the defined level, as described here. Within limits prescribed by the operation, choices involve selecting alternatives that affect the manner and speed with which tasks are carried out. These choices do not affect the standards or results of the operation itself because there is typically only one correct way to carry out the operation. These alternatives include independent choice of such things as priority and personal preference for organizing and processing the work, proper tools or equipment, speed, and appropriate steps in the operation to apply. By nature, the data needed to make decisions can be numerous but are clear and understandable so logic is needed to apply the prescribed alternative. Positions can be taught what to do to carry out assignments and any deviation in the manner in which the work is performed does not change the end result of the operation.

Complexity -- The nature of, and need for, analysis and judgment is prescribed, as described here. Positions apply established, standard guidelines which cover work situations and alternatives. Action taken is based on learned, specific guidelines that permit little deviation or change as the task is repeated. Any alternatives to choose from are clearly right or wrong at each step.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of exchanging or collecting information with contacts. This involves giving learned information that is readily understandable by the recipient or collecting factual information in order to solve factual problems, errors, or complaints.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

PRODUCTION II

D7C2XX

CONCEPT OF CLASS

This class describes the full-operating production level. Although positions carry out defined work procedures and processes, positions operate independently to perform the full range of tasks. Judgment is required on an ongoing basis to select the most appropriate guidelines and adapt them to accomplish the tasks. Positions continually determine practical solutions to problems by applying specific processes, techniques, and methods. Positions serve as a resource to others. Some assignments do not move beyond this level. This class differs from the Production I on Complexity.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

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Decision Making -- The decisions regularly made are at the defined level, as described here. Within limits prescribed by the operation, choices involve selecting alternatives that affect the manner and speed with which tasks are carried out. These choices do not affect the standards or results of the operation itself because there is typically only one correct way to carry out the operation. These alternatives include independent choice of such things as priority and personal preference for organizing and processing the work, proper tools or equipment, speed, and appropriate steps in the operation to apply. By nature, the data needed to make decisions can be numerous but are clear and understandable so logic is needed to apply the prescribed alternative. Positions can be taught what to do to carry out assignments and any deviation in the manner in which the work is performed does not change the end result of the operation.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study information to determine what it means and how it fits together in order to get practical solutions in to problems. Guidelines in the form of operating procedures, techniques and methods exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of exchanging or collecting information with contacts. This involves giving learned information that is readily understandable by the recipient or collecting factual information in order to solve factual problems, errors, or complaints.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

PRODUCTION III

D7C3XX

CONCEPT OF CLASS

This class describes the initial specialized level or the work leader. Although positions follow established work processes, they have the authority to determine the procedures required to accomplish the work. Positions use judgment on an ongoing basis to select the most appropriate guidelines and adapt them to develop work procedures that accomplish the tasks. Specialized positions perform assignments that include operating offset or T-head presses or process cameras for one or two color work requiring tight or exact registration, operating high-speed computer-networked equipment, or operating large or high speed computerized multiple-fold folders and collator, stitcher,

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finisher equipment. The work leader exercises some control over the continual work product. This class differs from the Production II in concept and on Decision Making and possibly Line/Staff Authority.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study information to determine what it means and how it fits together in order to get practical solutions to problems. Guidelines in the form of standard operating procedures, methods, and techniques exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of either of the following:

Detecting, discovering, exposing information, problems, violations or failures by interviewing or investigating where the issues or results of the contact are not known ahead of time.

Advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions or behaviors.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor or work leader. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

OR

The direct field of influence the work of a position has on the organization is as a work leader. The work leader is partially accountable for the work product of two or more full-time equivalent positions, including timeliness, correctness, and soundness. At least one of the subordinate positions must be in the same series or at a

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comparable conceptual level. Typical elements of direct control over other positions by a work leader include assigning tasks, monitoring progress and work flow, checking the product, scheduling work, and establishing work standards. The work leader provides input into supervisory decisions made at higher levels, including signing leave requests and approving work hours. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

PRODUCTION IV

D7C4XX

CONCEPT OF CLASS

This class describes the full-operating specialized level or the supervisor for high-speed reproduction and print shop support work. Positions at the specialized level exercise a higher level of complexity than lower levels in this series. These positions complete the full-range of assignments and problem solving related to tight and exact, three and four color registration work on a press or process camera. The supervisor is responsible for a work unit including accountability for the use of equipment, space, and resources. Supervisors directly control the work of assigned staff and determine the work procedures for the unit. This class differs from the Production III on either Complexity or Line/Staff Authority.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study information to determine what it means and how it fits together in order to get practical solutions to problems. Guidelines in the form of standard operating procedures, methods, and techniques exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

OR

The nature of, and need for, analysis and judgment is formulative, as described here. Positions evaluate the relevance and importance of theories, concepts, and principles in order to tailor them to develop a different approach or tactical plan to fit specific circumstances. While general policy, precedent, or non-specific practices

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exist, they are inadequate so they are relevant only through approximation or analogy. In conjunction with theories, concepts, and principles, positions use judgment and resourcefulness in tailoring the existing guidelines so they can be applied to particular circumstances and to deal with emergencies.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of either of the following:

Detecting, discovering, exposing information, problems, violations or failures by interviewing or investigating where the issues or results of the contact are not known ahead of time.

Advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions or behaviors.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor or unit supervisor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor. A position must have the formulative level on Complexity.

OR

The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact pay, status, and tenure of three or more full-time equivalent positions. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

PRODUCTION V

D7C5XX

CONCEPT OF CLASS

This class describes the work leader or supervisory level. These positions are responsible for a work unit or area that includes the specialized production work described by the Production III and IV levels. This includes accountability for the use of equipment, space and resources. Positions in this class directly control the work of assigned staff and determine work processes, including identifying and/or designing series of procedures needed to carry out a process. This class differs from the Production IV on Decision Making and Complexity and possibly on Line/Staff Authority.

FACTORS

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Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the process level, as described here. Within limits set by professional standards, the agency's available technology and resources, and program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of operations. The general pattern, program, or system exists but must be individualized. This individualization requires analysis of data that is complicated. Analysis is breaking the problem or case into parts, examining these parts, and reaching conclusions that result in processes. This examination requires the application of known and established theory, principles, conceptual models, professional standards, and precedents in order to determine their relationship to the problem. New processes or objectives require approval of higher management or the agency with authority and accountability for the program or system.

Complexity -- The nature of, and need for, analysis and judgment is formulative, as described here. Positions evaluate the relevance and importance of theories, concepts, and principles in order to tailor them to develop a different approach or tactical plan to fit specific circumstances. While general policy, precedent, or non-specific practices exist, they are inadequate so they are relevant only through approximation or analogy. In conjunction with theories, concepts, and principles, positions use judgment and resourcefulness in tailoring the existing guidelines so they can be applied to particular circumstances and to deal with emergencies.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of either of the following:

Detecting, discovering, exposing information, problems, violations or failures by interviewing or investigating where the issues or results of the contact are not known ahead of time.

Advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions or behaviors.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a work leader or unit supervisor. The work leader is partially accountable for the work product of two or more full-time equivalent positions, including timeliness, correctness, and soundness. At least one of the subordinate positions must be at the Production III level or above, or at a comparable conceptual level. Typical elements of direct control over other positions by a work leader include assigning tasks, monitoring progress and work flow, checking the product, scheduling work, and establishing work standards. The work leader provides input into supervisory decisions made at higher levels, including signing leave requests and approving work hours. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

OR

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The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact pay, status, and tenure of three or more full-time equivalent positions. At least one of the subordinate positions must be at the Production III level or above, or at a comparable conceptual level. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

ENTRANCE REQUIREMENTS

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

CLASS SERIES HISTORY

Effective 7/1/00 (LLB). Bindery Equipment Operator (D1A1-4), Duplicating Equipment Operator (D1C1-4), Micrographic Equipment Operator (D1G1-3), Printer I, IV and V (D1J1, D1J4-5), Printing Plant Supervisor I (D1K1), and Seamster (D5I1-2) abolished as part of the LTC consolidation study. Draft published 3/31/99, proposed 5/24/99, and final 7/1/99.

Effective 7/1/99 (LLB). LTC consolidation study consolidated Bindery Equipment Operator (D1A1-4), Duplicating Equipment Operator (D1C1-4), Micrographic Equipment Operator (D1G1-3), Seamster (D5I1-2), Printer (D1J2-5), and Printing Plant Supervisor I (D1K1). Draft proposed 3/31/99 and proposed 5/24/99.

Effective 9/1/93 (LDS). Job Evaluation System Revision project. Published proposed 5/24/93. Bindery Equipment Operator (D1A1-4), Duplicating Equipment Operator (D1C1-4), Micrographic Equipment Operator (D1G1-3), Seamster (D5I1-2), Printer (D1J2-5), and Printing Plant Supervisor I (D1K1).

Revised 6/1/83. Changed entrance requirements on Printing Plant Manager (A2636X).

Revised 7/1/82. Changed relationship and options on Duplicating Equipment Operator A (A2600X) and Duplicating Equipment Operator B (A2601X). Changed entrance requirements on Senior Duplicating Equipment Operator (A2602X). Changed class code, title, relationship, and entrance requirements on Supervising Duplicating Equipment Operator (A2603X).

Revised 7/1/82. Changed class code, title, and relationship on Micrographic Technician A (A2604X) and Micrographic Technician B (A2605X). Changed class code, title, entrance requirements and relationship on Sr. Micrographic Technician (A2606X) and Supervising Micrographic Technician (A2607X).

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Revised 7/1/81. Changed title, grade, relationship, and entrance requirements on Printer I (A2630*), Printer II (A2631*), Printer III (A2632*), Printer IV (A2633*), and Printer V (A2638*).

Revised 7/1/81. Changed grade, relationship, and entrance requirements on Printing Plant Supervisor I (A2634X) and Printing Plant Supervisor II (A2635X). Changed grade, relationship, nature of work, and entrance requirements on Printing Plant Manager (A2636X).

Created 7/1/81. Printer V (A2638*).

Created 1/1/75. Bindery Equipment Operator A (A2620X), Bindery Equipment Operator B (A2621X), Sr. Bindery Equipment Operator (A2622X), and Prin. Bindery Equipment Operator (A2623X); Duplicating Equipment Operator A (A2600X), Duplicating Equipment Operator B (A2601X), Senior Duplicating Equipment Operator (A2602X), and Supervising Duplicating Equipment Operator (A2603X); Micrographic Technician A (A2604X), Micrographic Technician B (A2605X), Sr. Micrographic Technician (A2606X), and Supervising Micrographic Technician (A2607X); Printer I (A2630*), Printer II (A2631*), Printer III (A2632*), and Printer IV (A2633*); Printing Plant Supervisor I (A2634X), Printing Plant Supervisor II (A2635X), and Printing Plant Manager (A2636X); Seamster (A9112-A9114).

SUMMARY OF FACTOR RATINGS

Class Level	Decision Making	Complexity	Purpose of Contact	Line/Staff Authority
Production I	Defined	Prescribed	Exchange	Indiv. Contributor
Production II	Defined	Patterned	Exchange	Indiv. Contributor
Production III	Operational	Patterned	Detect, Advise	Indiv. Contributor or Work Leader
Production IV	Operational	Patterned or *Formulative	Detect, Advise	*Indiv. Contributor or Unit Supervisor
Production V	Process	Formulative	Detect, Advise	Work Leader or Unit Supervisor

*Individual contributor must have formulative Complexity to be allocated to this class.

ISSUING AUTHORITY: Colorado Department of Personnel/General Support Services