

**STATE OF OHIO (DAS)**  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**  
Correctional Printing Machine

**SERIES NO.:**  
5275

**MAJOR AGENCIES:**  
Rehabilitation & Correction

**EFFECTIVE DATE:**  
02/26/2012

**SERIES PURPOSE:**

The purpose of the correctional printing machine occupation is to monitor inmate workload within correctional print shop & operate printing machine equipment.

At the first level, incumbents coordinate inmate workload within correctional print shop & operate printing machine equipment.

This series does not include printing machine operators at other state agencies.

**CLASS TITLE:**

Correctional Printing Machine Coordinator

**CLASS NUMBER:**

52751

**EFFECTIVE DATE:**

03/26/1990

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of graphic communication technology in order to coordinate inmate workload within correctional print shop & operate printing machine equipment.

<b>CLASS TITLE:</b> Correctional Printing Machine Coordinator	<b>CLASS NUMBER:</b> 52751	<b>BARGAINING UNIT:</b> 07
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**EFFECTIVE DATE:**

03/26/1990

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Coordinates inmate workload within correctional print shop & operates offset or letter press printing machines for printing of jobs (e.g., black & white, color, multi-color) requiring close or less critical registration, allocates work to inmates, proofs work for registration (e.g., water ink balance, maintaining color between lines, vertical-horizontal alignment) & adjusts controls (e.g., pressure, ink flow, water) of printing machines to ensure good printing quality, trains inmates on preventative maintenance & repair of printing machine equipment, operates & assists inmates in use of peripheral printing equipment (e.g., stitchers, duplicators folders, plate makers, binders, cutters, collators) to complete production, mixes ink &/or chemicals to formulate desired results & monitors security of print shop.

Monitors inventory of stock & supplies used to complete printing orders; writes periodic reports & maintains production files; cleans parts & performs preventative maintenance & repair to print shop equipment (e.g., offset or letter press printing machines, stitchers, plate makers).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of graphic communication technology; printing equipment safety practices & procedures\*; employee training & development\*; inventory control\*. Skill in operation of offset or letterpress printing machines; peripheral printing equipment (e.g., stitchers, plate makers, duplicators). Ability to instruct others & carry out assigned tasks within noisy environment; understand mechanical procedures; perform preventative maintenance & repair to print shop equipment; demonstrate dexterity; use arms, hands & fingers skillfully; write reports & maintain files.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

6 mos. trg. or 6 mos. exp. in graphic communication technology.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Exposed to rapid & noisy printing press equipment, chemical fumes, ink stains & unpredictable behavior of inmates.