



University Human Resources
Civil Service Support
395 Hudson Street
New York, NY 10014
T.646.664.3311
Classified.Centex@cuny.edu

Personnel Order 2023-01

March 20, 2023

Amendment to CUNY’s Title Assignments (Classified Plan) Specifications

The following title is hereby added to the Competitive Class Service of the City University of New York:

	New Hire Rate	Incumbent Rate	Maximum Rate
COLLEGE PRINT SHOP SPECIALIST Title Code 04814	\$29,712	\$33,571	\$109,116
Assignment Level I	\$29,712	\$33,571	\$50,364
Assignment Level II	\$34,659	\$39,167	\$55,961
Assignment Level III	\$36,099	\$40,793	\$78,341
Assignment Level IV	\$45,360	\$51,255	\$89,527
Assignment Level V	\$56,946	\$64,351	\$109,116

This position is accredited to DC37, Local 384. Salaries listed above are as of this date.

This Personnel Order must be posted conspicuously for a 30-day period.

Doriane K. Gloria
Vice Chancellor, University Human Resources

THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title College Print Shop Specialist

Title Code 04814

FLSA Status Non-exempt

Date Issued March 20, 2023

General Duties and Responsibilities:

This position performs work in the field of college print shop activities. There are five assignment levels. In addition to the following typical assignments. All employees perform related duties.

Qualification Requirements:

Assignment Level I

A high school diploma, or its educational equivalent, **and** six (6) months experience in basic printing, duplicating, and/or reproduction work.

Assignment Level II

A high school diploma, or its educational equivalent, **and** one (1) year of experience in basic printing, duplicating, and/or reproduction work.

Assignment Level III

A high school diploma, or its educational equivalent, **and** eighteen (18) months of experience in basic printing, duplicating, and/or reproduction work.

Assignment Level IV

A high school diploma, or its educational equivalent, **and** two (2) years of experience in basic printing, duplicating, and/or reproduction work.

Assignment Level V

A high school diploma, or its educational equivalent, **and** five (5) years of experience in basic printing, duplicating, and/or reproduction work.

English Language Proficiency: Demonstrated English language proficiency, including the ability to speak, read, write and understand English well enough to meet minimally acceptable performance standards set for job tasks.

General Work Tasks

All levels perform the following tasks:

- Maintains production standards, quality control, safety standards.
- Sets up, operates, and maintains folding, saddle stitching, collating, binding, punching, padding, and cutting equipment.
- Responsible for maintenance of copiers and maintaining copier supplies.
- Utilizes and maintains printing and binding equipment, as necessary.
- Coordinates the work of Part-time employees, periodically reviewing progress and quality of work.
- Maintains liaison with various client departments, advising on technical aspects of equipment capacities, use of materials, suitable reproduction techniques, etc.
- Sets up, operates, and maintains offset press.
- Performs binding work.
- Performs minor, routine maintenance and repair work on equipment.
- Coordinates project priorities; schedules equipment usage.
- Creates posters using wide format or commercial graphic printer.
- Creates color calibrations to register colors on computer or copier.
- Maintains production inventory and cost control, as directed by an administrative manager.
- Mixes inks and chemicals.
- Creates posters utilizing foam boards or card stock.
- Creates photo offset masters using a variety of techniques.
- Performs recordkeeping, housekeeping, and inventory tasks.
- Strips line and halftone negatives at close tolerance in exact register.
- May supervise the activities of part-time employees.
- May train print shop staff.
- Operates inserting and mailing equipment.

Assignment Level I

In addition to the general work tasks, under close supervision¹, this position is also responsible for the pick-up from and delivery to customers of work product.

¹ Close Supervision indicates that the incumbent is assigned duties according to specific procedures. Work is checked frequently, and in addition there may be formal training.

Assignment Level II

In addition to the general work tasks, this position performs the following additional tasks:

- May operate inserting and mailing equipment.
- Performs recordkeeping, housekeeping, and inventory duties.
- May supervise Level 1 Print Shop Associates.

Assignment Level III

Under moderate supervision², with some latitude for independent action, Print Shop Associate Level III is responsible for the performance of all general work tasks, as well as those performed by Level I & II Print Shop Associates. Individuals in this level may also supervise Level I and II employees.

Assignment Level IV

Under general supervision³, with wide latitude for independent action, Print Shop Associate Level IV is responsible for the performance of all general work tasks, as well as those performed by Level I, II and III Print Shop Associates. Individuals in this level may also supervise Level I, II and III employees.

Assignment Level V

Under direction⁴, with wide latitude for independent action, Print Shop Associate Level V is responsible for all general work tasks as well as those performed by Level I, II, III and IV Print Shop Associates. Additionally, Level V employees may perform the following tasks:

- Supervise Level I, II, III and IV employees.
- Manage a campus printing operation in its entirety.

Direct Lines of Promotion

From: None

To: None

² Moderate Supervision indicates that the incumbent performs a variety of routine duties within established policies and procedures or by referral to the supervisor's guidelines.

³ General Supervision indicates that the incumbent develops procedures for performance of variety of duties; or performs complex duties within established policy guidelines.

⁴ Direction indicates that the incumbent establishes procedures for attaining specific goals and objectives in a broad area of work. Only the final results of work done are typically reviewed. Incumbent typically develops procedures within the limits of established policy guidelines.