

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PUBLISHING SPECIALIST II - 1259

DEFINITION:

Under general supervision, to set-up and operate a variety of publishing services equipment; to perform complex printing, copying, scanning, and plotting work in all phases of the printing process; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the journey-level class in the Publishing Specialist series. Positions classified at this level may be underfilled at the Publishing Specialist I level in accordance with the City's Career Advancement Program. This class differs from the next higher class, Senior Publishing Specialist, in that the latter leads the work of subordinate Publishing Specialist classes and performs complex printing, copying, scanning, plotting, and bindery work.

*** EXAMPLES OF DUTIES:**

- Operates a variety of production printing, bindery, copying, scanning, and plotting equipment;
- Cleans, maintains, and makes routine repairs and adjustments to bindery machines;
- Works under close technical supervision in learning to operate offset printing machines;
- Formats simple electronic documents for printing;
- Maintains records;
- Assists in training other Publishing Services employees;
- Provides basic customer service;
- Makes deliveries, if required;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience operating printing, copying, scanning, and plotting equipment. May require possession of a valid California Class C or Class B Driver License.

*** EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.