

MASSACHUSETTS DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASSIFICATION SPECIFICATION

APPROVED

DEC 31 1997

Department of Personnel
Administration

I. PHOTOTECHNICIAN SERIES:

Phototechnician I
Phototechnician II

II. SUMMARY OF SERIES:

Incumbents of positions in this series operate photocopy cameras to photograph prepared copy; develop and process negatives using darkroom equipment; operate equipment and related accessories to produce plates used in offset printing; and perform related work as required.

The basic purpose of this work is to make plates using such equipment as photocopy cameras and such techniques as transferring the photographic image or printed material to the coated plate.

III. ORGANIZATIONAL LEVELS:

Phototechnician I is the entry-level technical job in this series.

Phototechnician II is the first-level supervisory job in this series.

IV. EXAMPLES OF DUTIES COMMON TO ALL LEVELS IN SERIES:

1. Operates photocopy cameras to photograph typed, printed, written or other material to make negatives for the production of plates for use in offset printing.
2. Develops, dries and retouches negatives using darkroom equipment.
3. Operates arc lights, vacuum fusers and uses light tables, dark room and related equipment to make plates.
4. Positions sensitized plate in contact with negative to print image on sensitized coating of plate.
5. Performs related work such as refilling film transport holders; making transparent copies for overhead projection and diazo reproduction; enlarging and reducing negatives; and maintaining, adjusting and making minor repairs to photocopying and plate making equipment.

V. DIFFERENCES BETWEEN LEVELS IN SERIES:

Phototechnician II:

Incumbents of positions at this level also:

1. Train personnel on the operation of equipment.

2. Decide if the quality of the master metal plate, photo or halftone is sufficient for the job requested.

VI. RELATIONSHIPS WITH OTHERS:

Major work contacts are with department personnel and other agency personnel.

VII. SUPERVISION RECEIVED:

Phototechnician I:

Incumbents of positions at this level receive general supervision from Phototechnicians or other employees of higher grade who provide instruction, assign work and review performance for quality of work, efficiency and conformance with standard procedures.

Phototechnician II:

Incumbents of positions at this level receive general supervision from employees of higher grade who review performance for quality of work, efficiency and conformance and provide policy guidance.

VIII. SUPERVISION EXERCISED:

Phototechnician I:

None.

Phototechnician II:

Incumbents of positions at this level exercise direct supervision (i.e. not through an intermediate level supervisor) over, assign work to and review the performance of 1-5 technical personnel.

IX. WORKING CONDITIONS:

Phototechnicians are exposed to the harmful effects of chemicals and fumes and stand for prolonged periods of time.

X. QUALIFICATIONS REQUIRED AT HIRE FOR ALL LEVELS IN SERIES:

1. Ability to understand and apply the policies, procedures, specifications, standards and guidelines governing assigned unit activities.
2. Ability to follow oral and written instructions.
3. Ability to read, write and comprehend the English language.

Additional qualifications required at hire for Phototechnician II positions:

1. Knowledge of the types and uses of photocopy and related equipment used for producing plates and masters for printing.

2. Knowledge of the materials, chemicals, etc. used in photocopying work.
3. Knowledge of the terminology, codes and standard abbreviations used in photocopying work.
4. Knowledge of the principles of operation of photocopy and related equipment used in the production of plates.
5. Skill in operating photocopy and related equipment used in the production of plates.
6. Ability to supervise, including planning and assigning work according to the nature of the job to be accomplished, the capabilities of subordinates and available resources; controlling work through periodic reviews and/or evaluations; determining subordinates' training needs and providing or arranging for such training; motivating subordinates to work effectively; determining the need for disciplinary action and either recommending or initiating disciplinary action.
7. Ability to explain the policies, procedures, specifications, standards and guidelines governing assigned unit activities.
8. Ability to give oral and written instructions in a precise, understandable manner.
9. Ability to read and interpret such documents as equipment operating manuals.

XI. QUALIFICATIONS ACQUIRED ON JOB AT ALL LEVELS IN SERIES:

1. Knowledge of the policies, procedures, specifications, standards and guidelines governing assigned unit activities.
2. Knowledge of the types and uses of agency forms.

Additional qualifications acquired on job in Phototechnician I positions:

1. Knowledge of the types and uses of photocopy and related equipment used for producing plates and masters for printing.
2. Knowledge of the materials, chemicals, etc. used in photocopying work.
3. Knowledge of the terminology, codes and standard abbreviations used in photocopying work.
4. Knowledge of the principles of operation of photocopy and related equipment used in the production of plates.
5. Skill in operating photocopy and related equipment used in the production of plates.

Additional qualifications acquired on job in Phototechnician II position:

1. Knowledge of the principles, practices and techniques of supervision.

XII. MINIMUM ENTRANCE REQUIREMENTS:

Phototechnician I:

None.

Phototechnician II:

Applicants must have at least (A) 6 months of full-time, or equivalent part-time, experience as a phototechnician, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

- I. A diploma or certificate from a recognized trade or vocational school with a major in printing or graphic arts may be substituted for the required experience.*

*Education toward such a diploma or certificate will be prorated on the basis of the proportion of the requirements actually completed.

XIII. SPECIAL REQUIREMENTS:

None.

Occupational Group 16

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