



# City of Los Angeles

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City of Los Angeles Personnel Department

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## DUPLICATING MACHINE OPERATOR

Class Code: 1493

Open Date: 02-20-15

(Exam Open to All, including Current City Employees)

### **ANNUAL SALARY**

\$38,732 to \$48,107; \$40,883 to \$50,780; and \$43,138 to \$53,598

The salary in the Department of Water and Power is \$48,128 to \$59,800; \$50,905 to \$63,266; and \$53,097 to \$65,980.

Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

### **NOTES:**

1. For information regarding reciprocity between City of Los Angeles departments and LADWP, go to: [http://per.lacity.org/Reciprocity\\_CityDepts\\_and\\_DWP.pdf](http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf).
2. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

### **DUTIES**

A Duplicating Machine Operator operates offset process duplicating machines or direct process duplicating machines (digital high speed photocopiers with electronic front-ends), plate making, and post-press operations, such as binding, scoring, folding, collating, stitching, trimming and cutting.

### **REQUIREMENTS**

1. Completion of one course in operating an offset process duplicating machine or direct process duplicating machine (digital high speed photocopier with an electronic front-end) and six months of full-time paid experience in operating these machines; **or**
2. One year of full-time paid experience in operating an offset process duplicating machine or direct process duplicating machine (digital high speed photocopier with an electronic front-end).

### **NOTES:**

1. Candidates must achieve a passing score in the qualifying written test in order to be called for subsequent portions of the examination.
2. Applicants qualifying under Requirement #1 above must list in the Supplemental Question section of the application the name of the school attended, the course title, date completed and the type(s) of offset or direct process duplicating machine(s) on which training was received.

### **SELECTIVE CERTIFICATION:**

In accordance with Charter Section 1010 (b) and Civil Service Rule 5.31, selective certification will be used for some positions that require special skills and/or training in one or more of the following areas. Only persons possessing experience and training in the use of Multilith, Chief, A.B. Dick or equivalent offset process duplicating machines may be considered for appointments to fill such positions.

### **WHERE TO APPLY**

Applications will only be accepted on-line. When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon. On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm> for Open Competitive Examinations.

### **NOTE:**

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

### **APPLICATION DEADLINE**

Applications must be received by **THURSDAY, MARCH 5, 2015**.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

In accordance with Civil Service Rule 4.2, all applicants who apply may not be tested in this examination. To meet anticipated hiring needs, only a limited number of qualified applicants will be invited to participate in the qualifying written test in the following order: 1) Applicants currently employed by the City of Los Angeles who meet the minimum requirements, or are on a reserve list; 2) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs in the order that applications were received. Applications submitted during the filing period will be kept on file for two years in the event that additional applicants need to be tested to meet hiring needs.

## **SELECTION PROCESS**

**Examination Weights:** Written Test . . . . .Qualifying  
Demonstration of Job Knowledge and Evaluation of General  
Qualifications by Technical Interview . . . . .100%

The examination will consist of a qualifying written test and a demonstration of job knowledge and an evaluation of general qualifications by technical interview. In the qualifying written test, which will consist of multiple-choice questions, candidates may be examined for knowledge of: parts and components of an offset printing machine and a high speed digital copier; paper weights and how to set machine for printing or duplicating on appropriate stock; terms used in operating duplicating machines, off-set printing, and high speed copying; computers and applications as they apply to duplicating, such as word processing programs, Excel, Publisher, and PDF files; safety principles and practices pertaining to the operation of duplicating machines; the ability to: perform arithmetic calculations including addition, subtraction, multiplication and division; follow written instructions; interact effectively with supervisors and customers in order to complete work assignments; and other necessary skills, knowledge, and abilities.

### **Passing Score for the Qualifying Written Test**

The passing score for the qualifying written test will be determined by Personnel Department staff after the written test is administered. Consideration will be given to the number of candidates taking the test and the existing and anticipated number of vacancies, such that there are a sufficient number of eligibles on the list to satisfy current and future vacancies for the next two years. **Therefore, the passing score for the qualifying written may be set either above or below 70%.**

Candidates must achieve a passing score on the qualifying written test in order to be called for the technical interview.

The examination score will be based entirely on a demonstration of job knowledge and an evaluation of general qualifications by technical interview. In the technical interview, candidates may be examined for knowledge of: parts and components of an offset printing machine and a high speed digital copying machine sufficient to prepare them properly for printing jobs; paper weights and how to set machine for printing or duplicating on appropriate stock; terms used in operating duplicating machines, off-set printing, and high speed copying; computers and applications as they apply to duplicating; safety principles and practices pertaining to the operation of duplicating machines, including skill in handling chemicals used in printing and duplicating; the ability to: operate various models of duplicating machines, high speed digital copying machines, and small offset printing machines; orally communicate with supervisors, peers, and customers sufficient to report problems, and explain or ask questions about a job; deal tactfully and effectively with supervisors, peers and customers; and other necessary skills, knowledge, and abilities.

The qualifying written test will be administered in a single half-day session on **SATURDAY, APRIL 25, 2015** in Los Angeles. Candidates will be notified by e-mail of the time and location of the written test.

### **NOTES:**

1. This examination is based on a validation study, and as provided by Civil Service Commission Rule 4.20, the qualifying written test will not be subject to candidate inspection.
2. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
3. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at [http://per.lacity.org/exams/verify\\_disability.pdf](http://per.lacity.org/exams/verify_disability.pdf).
4. A final average score of 70% in the interview portion of the examination is required to be placed on the eligible list.

### **Notice:**

If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position.

### **THIS EXAMINATION IS TO BE GIVEN ONLY ON AN OPEN COMPETITIVE BASIS**

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.