

**CITY OF LOS ANGELES  
CIVIL SERVICE COMMISSION**



**CLASS SPECIFICATION**  
POSTED JUNE 1999

**03-27-98**

**PRE-PRESS OPERATOR, 1481**

**Summary of Duties:** A Pre-Press Operator does pre-press preparation work including stripping, camera operation, platemaking, computer operation, and color proofing; may provide leadership and supervision to a group of journey-level Pre-Press Operators; and does related work.

**Distinguishing Features:** A Pre-Press Operator performs a variety of journey-level duties in film assembly, camera work, platemaking, and computer operation, but may specialize in a particular area. An employee in this class receives assignments from a higher level Pre-Press Operator or Printing Services Superintendent. Although these assignments frequently specify size, face, style, and layout of the job, such decisions may be left to the employee's judgment on routine jobs. A Pre-Press Operator encounters safety hazards in working with various chemicals, and related equipment.

A Pre-Press Operator may be assigned responsibility for Printing Services' offset and computer room operations, may supervise a group of journey-level Pre-Press Operators, may assist the Superintendent, and may personally perform journey-level duties. An employee assigned at this level is responsible for planning and maintaining efficient production, and receives more general supervision from the Printing Services Superintendent and Director of Printing Services in the form of written job orders, oral instructions, and review of completed work. A Pre-Press Operator at this level exercises supervision by making assignments, issuing oral instruction, marking copy, and inspecting both work in progress and completed work.

**Examples of Duties:** A Pre-Press Operator:

- Operates and adjusts a semi-automatic (integrator equipped) process camera to photograph black and white line shots and half tones and may separate color overlays;
- Processes film through a film processor;
- Mixes chemicals and develops negatives;

- Strips negatives into position on a flat;
- Uses a step and repeat punch board for close registration;
- Places flats on pre-sensitized plates and expose images onto plates with a vacuum frame and integrated light source;
- Does multiple burns for combination plates;
- Develops plates through a plate processor to provide a satisfactory printing image;
- Maintains files of art work, previously used flats, and plates;

**Example of Duties (cont.):**

- Operates Macintosh or PC-based computer using software such as Photo Shop, Freehand, Illustrator, QuarkXpress, PageMaker, imposition and trapping programs such as Presswise and Trapwise to output high resolution files to a large format imagesetter for film output;
- Records time spent on each job on a daily labor report;
- Supervises a group of lower-level Pre-Press Operators;
- Plans and organizes the work of a litho prep section to effect efficient and economical production;
- Establishes and enforces safe working practices;
- Marks copy for composition and layout from basic instructions on job tickets, job record cards, or according to special instructions from the Printing Services Superintendent or the Director of Printing Services;
- Makes work assignments and gives oral instructions;
- Inspects work in progress and checks finished work;
- Requisitions supplies and orders repairs;
- Keeps records of work completed, supplies used, and parts replaced;
- May in the absence of the Printing Services Superintendent, direct pre-press, duplicating, press and bindery operations;

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** An incumbent must have the following knowledges and abilities:

**Knowledge of:**

- Standards, methods, and practices of camera operation, stripping, platemaking, computer composition and software applications ***related to printing operations.***
- Safe practices in the operation of a process camera and mixing of chemicals, stripping, and platemaking;

**The ability to:**

- Learn and perform accurate pre-press and related duties;
- Keep routine records;
- Provide routine maintenance on all equipment and processors.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitation.

**Minimum Requirements:**

Completion of a recognized four-year apprenticeship as a stripper, camera operator, or graphic computer operator; or six years of full time paid experience as a stripper, camera operator, or graphic computer operator; or four years of full-time paid experience in the operation on an electronic pre-press system for the preparation of offset films using Macintosh or PC software programs; or four years of full-time paid experience as a Print Shop Trainee, or in a class at least at that level, engaged in forms preparation work, including pre-press operation, computer operation, and operating print shop equipment.

**License:** A valid California driver's license may be required.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administration Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.**