

GRAPHIC REPRODUCTION TECHNICIAN TITLE SERIES DEFINITIONS

I. DEFINITIONS

GRAPHIC REPRODUCTION TECHNICIAN-ENTRY

This is entry level graphic reproduction work. Employees possess a working knowledge of the area of graphic reproduction and electronic file preparation and perform the following duties: place the original on sensitized material in a vacuum frame or computer to negative/plate system; mount camera on tripod or stand and load prescribed type and size film in camera; set camera or digital scanner controls to regulate exposure time according to line density of original and type of sensitized material; activate camera to expose sensitized material, imprinting original on material or operate automatic computer to negative/plate systems; develop exposed material; and examine developed reprint for defects and touch up defects, using chemicals, inks, brushes, and pens. May enlarge reprints, or send electronic files to various large format digital output devices. Once final versions of electronic files are sent to the appropriate output devices they are archived for future use by organizing and storing them on appropriate storage devices, e.g., burn them to CD. Work is performed under close progressing to limited supervision.

GRAPHIC REPRODUCTION TECHNICIAN

This is full performance graphic reproduction work. Employees have attained considerable knowledge of the area of graphic reproduction and electronic file preparation. Employees spend the majority of time preflighting electronic files, performing film assembly, creating proofs and making plates through either conventional or electronic processes. They operate lithographic cameras; operate the automatic computer-to-negative/plate systems; prepare negatives from camera-ready copy; select appropriate halftone screens; prepare negative flats for plating; separate multi-color negatives and electronic files for multi-color jobs; prepare and inspect finished plates and proofs; and touch up defects. They inspect negatives to determine plate size for stripping; assemble digital images, negatives, windows, and halftones into position on flats and electronic documents; position negatives on plates and expose and process plate; impose digital images and correct application faults before sending electronic files to digital proofing devices, digital production printers, and automatic computer to negative/plate systems; inspect finished plates and proofs for quality and conformity to specifications; and maintain digital proofing devices, chemical film and plate processing equipment. Once final versions of electronic files are sent to the appropriate output devices, they are archived for future use by organizing and storing them on appropriate storage devices, e.g., burn them to CD. Work is performed under general supervision.

GRAPHIC REPRODUCTION TECHNICIAN-SENIOR

This is senior graphic reproduction work. Employees possess extensive knowledge of the area of graphic reproduction and electronic file preparation. The majority of time is spent preflighting electronic files, producing continuous tone negatives, lithographic plates, and halftone positives either on conventional lithographic cameras or on digital proofing devices, digital production printers, large format digital production printers, and automatic computer to negative/plate systems. They evaluate densities and compute exposures; select appropriate halftone screens or dots per square inch (DPI); determine multiple shot formatting and overlap for subsequent matching and assembly of films; produce digital proofs, film positives and provide negatives and positives for the printing process; scale and reproduce a wide variety of maps, charts, plans, artwork and documents either conventional or electronic; process exposed film or plates through an automated lithographic processor either conventional or electronic; and consult with clients. May conduct quality control inspections of the laboratory. Once final versions of electronic files

are sent to the appropriate output devices, they are archived for future use by organizing and storing them on appropriate storage devices, e.g., burning them to CD. May specialize in a particular field such as engineering, chemistry, botany, etc., or perform lead work duties. Work is performed under general supervision.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED POSITIONS

Photo Lab Technician

Photographer

Engineering Technician, Engineering Technician-Transportation, Engineering Specialist or Engineering Specialist-Transportation