

18. Continuous Improvement Specialist – Reports to Continuous Improvement Manager and assists in implementing programs developed by company.

19. Quality Control Technician – Responsible for conducting testing procedures during manufacturing to ensure that products comply with quality standards

DEPARTMENT MANAGERS

20. IT Manager -- Develops and recommends to top management the objectives and priorities of the Information Systems Department. Initiates and supervises feasibility studies on new or improved applications. Evaluates the capabilities and limitations of hardware and software for present and future use and recommends changes and additions. Supervises the day-to-day activities of the department.

21. Workflow Manager – In a digital print environment, this individual is responsible for maintaining web portals, RIPs, and administers the various software and hardware necessary to maintain computer integrated manufacturing.

22. Prepress Manager -- Responsible for overall management of the prepress department, including desktop, design, plotting, stripping, proofing, and plating. Reviews production orders and implements production schedules in the department. Works closely with creative and technical service vendors to augment internal prep capabilities. May play a strong client contact role in resolving color and other issues. Distinguished from prepress supervisor in that the manager normally does not directly supervise line employees but gives direction through lower level supervisors or lead operators.

23. Pressroom Manager – Sheetfed -- Responsible for overall management of the sheetfed press department. Reviews production orders and implements production schedules in the department. Ensures departmental compliance with safety and environmental rules. May have profit and loss responsibility and purchasing authority. Distinguished from press supervisor in that the press manager normally does not directly supervise line employees, but gives direction through lower level supervisors or lead operators.

24. Pressroom Manager – Web -- Responsible for overall management of the web press department. Reviews production orders and implements production schedules in the department. Ensures departmental compliance with safety and environmental rules. May have profit and loss responsibility and purchasing authority. Distinguished from press supervisor in that the press manager normally does not directly supervise line employees, but gives direction through lower level supervisors or lead operators.

25. Digital Print Manager -- Responsible for overall management of the digital printing department. Reviews production orders and implements production schedules in the department. Ensures departmental compliance with safety and environmental rules. May have profit and loss responsibility and purchasing authority.

26. Wide Format/Display Manager -- Responsible for overall management of the department producing wide format products. Reviews production orders and implements production schedules in the department. May have profit and loss responsibility and purchasing authority. This individual may, or may not, directly supervise line employees.

27. Bindery Manager -- Responsible for overall management of the bindery department. Reviews production orders and implements production schedules in the department. May have profit and loss responsibility and purchasing authority. Distinguished from bindery supervisor in that the bindery manager normally does not directly supervise line employees, but gives direction through lower level supervisors or lead operators.

28. Converting/Finishing Manager – Responsible for overall management of the Converting department which will include diecutting/finishing lines along with gluer/folders. Reviews production orders and implements production schedules in the department. May have profit and loss responsibility and purchasing authority. Distinguished from converting supervisor or foreman in that the Manager does not directly supervise line employees, but gives direction through lower level supervisors or lead operators.

29. Mailroom/Fulfillment Manager -- Responsible for overall management of Mail/Fulfillment department. Reviews production orders and implements production schedules in the department. May have profit and loss responsibility and purchasing authority. Distinguished from mail supervisor in that the Manager does not directly supervise line employees, but gives direction through lower level supervisors or lead operators.

30. Shipping/Receiving Manager-- Responsible for managing all shipping and receiving activities to effectively control the receipt, storage, inventory, and issuance of materials, and the shipment of company products. Reviews production orders and implements production schedules in the department. Ensures departmental compliance with safety and environmental rules. May have profit and loss responsibility and purchasing authority.

31. Maintenance Manager-- Responsible for managing all personnel involved with maintenance activities of the facility as well as equipment. Ensures departmental compliance with safety and environmental rules. May have profit and loss responsibility and purchasing authority.

OFFICE/ADMINISTRATION

32. Office Manager -- Supervisory administrative job with responsibility for multiple support functions for a company office. Typical responsibilities extend to all, or some, of the following functions: office support, telecommunications, mail, copy center, security, facilities, purchasing, computer support, payroll, bookkeeping, human resources and customer service. Supervises non-exempt staff engaged in any of the functions listed above. May use and direct outside resources to assist with some of the job functions.

33. Executive Administrative Assistant -- Highest level administrative assistant job, directly supporting the CEO, President, or other executive. Assists the top executive by performing a variety of support duties, such as screening calls, conference or meeting planning, preparing complex documents or coordinating activities.

34. Administrative Assistant -- Experienced level administrative assistant job. Specific duties vary with department(s) assigned. Assists the department or function manager and other department or function staff by performing a variety of support duties.

35. HR Assistant -- Human Resource Generalist -- Human resource professional, typically in an organization with more than one human resource staff person, with responsibility for several human resource activities.

36. General Administrative -General clerical work, typically requiring reading, communication, math and basic computer skills. Position may report through standard administrative levels, or support various other departments with typing, data entry, cross-checking, and various office duties.

37. Receptionist -- Operates the organization's telephone system. Takes and relays messages appropriately. Acts as a receptionist to greet and direct visitors to the organization or departments within the organization.

38. Accounting Supervisor/Manager -- Under direction from management and using independent judgment, performs advanced and specialized accounting assignments, as well as providing work leadership and direction to other accountants and clerical workers. May also provide special project assistance to the CFO or Controller.

39. Accounting Clerk (AP/AR) -- Under general supervision, performs clerical accounting work of a moderately complex nature requiring the exercise of some judgment. Work is generally performed within prescribed procedures, and may include checking, balancing and calculating operations on one or more segments in a complete and systematic set of records or accounts.

40. Full Charge Bookkeeper – Under general supervision, applies principles of accounting to record financial information and prepare financial reports. Duties include compiling and classifying financial information, preparing entries to accounts and documenting business transactions. Typically uses standard spreadsheet and database software or an accounting applications package designed for general accounting. May provide technical direction to clerical staff.

41. Accountant -- Under general supervision provides financial information to management by researching and analyzing accounting data and preparing reports as directed by Accounting Supervisor or CFO. May also provide special project assistance to the CFO or Controller.

42. Credit Manager – This individual is responsible for operation of a department focused on credit and/or collections. Provides direction to department staff and administers credit/collection policies of the organization. May formulate credit and collections policies, methods and procedures for approval by senior management.

43. Purchasing Specialist – Buying position involving varied purchasing assignments, requiring extensive knowledge of materials or outside services purchased and available sources of supply. Obtains materials or supplies at lowest cost consistent with required quality, quantity and availability. Actively researches and develops new sources of supply and/or recommends possible substitute materials.

INFORMATION TECHNOLOGY

44. Technology Support Specialist -- The Technology Support Specialist is responsible for identifying and resolving technical software problems with various software installations as well as installing software, training employees, testing new software releases, providing software demonstrations, and assisting with business development.

45. Database Specialist -- Responsible for all activities related to the administration of computerized databases including design, control, and maintenance. This includes the maintenance and processing of customer databases for list processing, mailing services, digital store-fronts, etc. This individual's role may also include interfacing with clients and other departments to create print and digital media.

46. Network Engineer -- The Network Engineer analyzes, tests, troubleshoots, and evaluates network systems (LAN, WAN), desktop and server hardware, and software related to company functions. This individual performs network maintenance to ensure networks operate correctly with minimal interruption, as well as being responsible for installing and maintaining network communication equipment and software.

47. Programmer/Web Developer -- The Programmer/Developer is responsible for setting up variable and program jobs for complex high-quality print, email, and mobile campaigns, as well as cross media and storefronts. Creates landing page websites and targeted emails. Develops vertical campaigns and reports statistics of the campaign. Accountable for performing job responsibilities safely and with quality and on-time delivery services while minimizing waste and rework.

PREPRESS

48. Prepress "Working" Supervisor -- Provides first level supervision of prepress operations, typically responsible for a shift or large work unit within a shift but may have overall responsibility for the department in some organizations.

49. Graphic Design (Art Director/Designer) -- Includes both conventional and electronic design work, including conception of project, creating artwork and illustrations, copywriting, selecting typefaces, color palettes, etc. Creative design of artwork and/or illustration for all internal and external design.

50. Desktop Operator -- Process electronic files, proofs and film according to company specifications and quality criteria. Can perform simple trapping functions, scan and touch up line work and halftones, accurately produce proof and plates.

51. Prepress/Desktop Technician -- Process complex electronic files, proofs and film according to company specifications and quality criteria. Provides leadership for production related issues for individuals in the prepress department. Extensive knowledge of all prep equipment; ability to product and accurately interpret color corrections; understand color management; accurately composite multiple pages images in image editing software.

52. Platemaker (CTP or Conventional) -- Transforms pages from electronic files through a rip station to an aluminum printing plate in proper imposition for press use. Operates and maintains contact frames, automatic plate processor, step and repeat machine, or Direct to Plate devices.

DIGITAL PRINTING

53. Working Supervisor -- Working production supervisor in the pressroom, typically chargeable but coordinates work of other operators during the shift; serves as “go-to” person for others in the department. Does not have personnel responsibilities such as hiring, performance reviews, and disciplinary actions. May include a “lead” differential; include this amount in base pay rate reported.

54. Digital Press Operator (2-out Format) – Press operator for process color digital printing equipment with a maximum image size of approximately 14x26. The operator is responsible for all aspects of production including makeready/file prep and print production per job specification.

55. Digital Color Press Operator (4-out Format) -- This individual operates a digital press with a maximum image size of approximately 20x29. Configures equipment and prints jobs per job specification. Responsible for workflow, job scheduling, job accounting and quality assurance.

56. Digital Color Press Operator (Labels) -- Press operator for digital printing equipment designed to produce labels. Manufacturers include: Durst, HP, EFI, Epson, Mark Andy, Screen, among others. Operator configures printing equipment and prints jobs per job specification.

57. Production Copiers (B&W) -- Operates high-speed digital printing equipment (toner based) and is responsible for all aspects of production including file preparation.

58. Hi-speed Inkjet Presses (Sheetfed) -- Operates sheetfed ink-jet print devices used for production of direct mail or transactional material. May include variable data products.

59. Hi-speed Inkjet Presses (Roll Fed) -- Operates roll fed ink-jet print devices used for production of direct mail or transactional material. May include variable data products.

WIDE FORMAT/DISPLAY

60. Wide Format Operator (Production) – Operates wide format ink-jet devices for production of point-of-purchase; signage; and other various products on various substrata. Capacity of <60” width.

61. Grand Format Operator (Production) – Operates wide format ink-jet devices for production of point-of-purchase; signage; and other various products on various substrata. Capacity of greater than 60” width.

62. Wide Format Finishing/Laminating – Individual tasked with providing finishing of wide format print (mounting/trimming/laminating, etc.)

63. Wide Format/Display Installer – Individual responsible for the installation (on-site or off-site) of wide format material such as vehicle wraps, point-of purchase displays, etc. Skill sets may also include the ability to fabricate structures to display produced material.

PRESS OPERATIONS (SHEETFED)

64. Working Supervisor - Sheetfed -- Working production supervisor in the pressroom, typically chargeable but coordinates work of other operators during the shift; serves as “go to” person for others in the department. Does not have personnel responsibilities such as hiring, performance reviews, and disciplinary actions. May include a “lead” differential; include this amount in base pay rate reported.

65-73,77,79. Press Operators - Sheetfed – Lead press operator for sheetfed offset printing equipment (defined by cylinder width and number of press/color units). Responsible for all aspects of production including makeready/setup, color control and crew management (when applicable).

74-76,78,80.- 2nd Press Operators - Hangs plates, checks register, assists with make ready and press run. May operate the press on basic jobs or under the close supervision of a press operator.

82. Press Feeder - Assist with the operation of the press when required. Primary functions include move/load paper in and out of press, move product, assist with washups, keep supplies available, etc.

83. Floor Helper -- This individual is not part of a press crew. As directed by supervisors, they will stage raw materials in the pressroom and transport finished (printed) material to finishing departments. They will assist with changeover and maintenance of equipment as directed.

PRESS OPERATIONS (WEB)

84, 88. Working Supervisor – Web Fed -- Working production supervisor in the pressroom, typically chargeable but coordinates work of other operators during the shift; serves as “go-to” person for others in the department. Does not have personnel responsibilities such as hiring, performance reviews, and disciplinary actions. May include a “lead” differential; include this amount in base pay rate reported.

85, 89. Lead Pressman – Web – This person is the team lead during the shift and is responsible for all aspects of production. The lead pressman ensures that all product quality (ink, registration, folding, etc.) goals are met, as well as meeting production standards required for the press crew.

86, 90. Assistant Pressman - Web - This person will “operate” the press and follow the directions of the Lead Pressman in ensuring that product quality is met. During setups, this person will be involved with hanging plates, folder setup, and adjusting registration and ink balance.

87, 91. Material Handler – This individual’s primary responsibility is ensuring there is a constant supply of paper being fed into the printing units and/or ensuring that product is packed/skidded properly and counts maintained on the delivery end. This job can entail many other duties depending on the press configuration and equipment automation. Some firms may refer to this position as “roll-tender.”

PRESS OPERATIONS (NARROW WEB, BUSINESS FORMS)

92. Working Supervisor – Narrow Web, etc. -- Working production supervisor in the pressroom, typically chargeable but coordinates work of other operators during the shift; serves as “go to” person for others in the department. Does not have personnel responsibilities such as hiring, performance reviews, and disciplinary actions. May include a “lead” differential; include this amount in base pay rate reported.

93. Press Operator (Narrow Web) - Responsible for all aspects of production including makeready/setup, and color control. Offset equipment manufactured by Didde, Harris Schreiber, etc.

94. Forms Collator Operator – The operator is responsible for the setup, operation, and maintaining consistent quality of the collation of multi-part forms

FINISHING/CONVERTING

95. Letterpress Operator – This individual is responsible for the operation of a flatbed letterpress equipment. The equipment may be used for printing or numbering as well as scoring/perforating or other similar finishing. Typical equipment operated would be Heidelberg Windmill or Miehle Vertical.

96. Finishing Press Operator (Kluge, etc.) – This individual operates letterpress equipment which has been modified to foil stamp and/or emboss. The operator is responsible for all makeready steps involved in foil stamping and/or embossing.

97. Automated Diecutter (<28" Cylinder) – Operator of devices exclusively used for diecutting and/or foil/embossing. The individual is responsible for all makeready/setup as well as maintaining quality.

98. Automated Diecutter (>40" Cylinder) – Operator of devices exclusively used for diecutting and/or foil/embossing- typically a Bobst or similar. The individual is responsible for all makeready/setup as well as maintaining quality.

99. Diemaker – Constructs and repairs steel rule dies used for scoring, frame and/or face film die cutting. Cuts die board transfers pattern, drills pilot holes for bridging, jibs the die pattern, installs die rule and injection rubber.

100. Folder/Gluer Operator -- Operator of devices exclusively used for folding/gluing/converting - typically a Bobst, Moll or similar. Responsible for the set-up, troubleshooting, operation and maintenance.

FLEXO

101. Flexo Operator <=9" Web -- Responsible for set-up, operation and clean-up of flexographic printing and converting presses; ensures color and registration are within tolerance; good working knowledge of inks, ink transfer systems and pH/viscosity levels.

102. Flexo Operator >10" Web -- Responsible for set-up, operation and clean-up of flexographic printing and converting presses; ensures color and registration are within tolerance; good working knowledge of inks, ink transfer systems and pH/viscosity levels.

103. Plate Mounter – Under general supervision, this individual is responsible for the pre-mounting of flexographic printing plates onto a carrier sheet registered and in position per specified layouts. Performs preventative maintenance on mounting equipment, adheres to all safety requirements and regulations, and performs general housekeeping duties as needed

104. Flexo Platemaker – Prepares flexo printing plates for press. Proof plates for flaws or errors. Clean and file plates for future use.

105. Rewinder Operator -- Tends machine that winds paper from one roll to another to form compact rolls of specified footage or diameter prior to cutting: Verifies perforations, size, and alignment of rewind rolls.

106. Slitter Operator – Tends machines which will slit printed material and wind into rolls of a specific footage or diameter.

BINDERY

107. Working Supervisor – Bindery -- Provides first level supervision of bindery operations, typically responsible for a shift or large work unit within a shift but may have overall responsibility for the department in some organizations.

- 108. Hand Bindery** -- Individual whose duties Includes specialty hand binding, as well as assisting in machine bindery functions. Such as feeding & catching off folders and/or stitchers.
- 109. Small Bindery Machines** – Individual who is proficient in operating several small bindery machines, such as shrink wrapper, padder, small folder, hand or small stitcher, drill or punch, wire-o, spiral binder, tabber, etc.
- 110. Combination (Small Machine/Hand)** – Individual who is proficient with small bindery equipment as well as skilled in various hand bindery functions.
- 111. Folder Operator** – This operator is responsible for the setup and operation of automated folding equipment larger than 17x22.
- 112. Cutter Operator** – This individual operates an automated cutter or cutting system and can program various cutting routines as well as maintain the equipment, e.g. replace cutting knives.
- 113. Folder/Cutter Operator** – Individual who is proficient in operating cutting and folding machines.
- 114. Multi-competency Operator** – Individual who is proficient in operating cutting, folding and binding (saddle or perfect) equipment.
- 115. Stitcher Binder Operator** – Lead individual responsible for setup and operation of multi-pocket saddle-stitching machine. May include direct supervision of personnel used for feeding pockets and/or taking-off/packing.
- 116. Perfect Binder Operator** – Lead individual responsible for setup and operation of multi-pocket perfect-binding machine. May include direct supervision of personnel used for feeding pockets and/or taking-off/packing.
- 117. Binder/Stitcher Helper** – individual who assists the lead operator on binding equipment as well as feeds pockets.
- 118. Shrink Wrap Operator** – individual whose responsibility is to operate shrink wrapping devices. May have other hand bindery duties.

MAILING/FULFILLMENT

- 119. Working Supervisor – Mail/Fulfillment** -- Provides first level supervision of direct mail/fulfillment operations, typically responsible for a shift or large work unit within a shift but may have overall responsibility for the department in some organizations. Positions with this level of responsibility are considered “lead workers” in some organizations; they should be reported in the wage survey as supervisor and the wage reported should include any lead differential.
- 120. Inserting Machine Operator** -- Operates machines that automatically insert printed material into envelopes for mailing according to zip code.
- 121. Mail Machine Operator** -- Operates machine that automatically inserts, addresses, weights, and ties into bundles printed publications such as newsletters, catalogs, and pamphlets, for mailing according to zip code by performing required duties. This may include operations such as inserting, collating, sealing, addressing, and personalization.
- 122. Mail Specialist** -- Requires thorough knowledge of the domestic mail manual rates and regulations. Performs mail file preparations, mail list maintenance and complex database management tasks. Programs letter writers to control variable personalization of messages.

123. Fulfillment Worker -- Perform duties related to moving product, packaging and skidding product, and other warehouse and drop shipment services. Pick/pack includes read daily customer order lists and retrieve products from warehoused inventory.

SHIPPING/WAREHOUSE/MAINTENANCE

124. Working Supervisor -- First level supervisor responsible for the receipt of incoming materials and their distribution to appropriate departments; shipment of company products; monitoring of inventory levels and locations, and reporting of material transactions and freight costs. Routinely performs production work, but also plans, directs and coordinates the work of others in the department. May have personnel responsibilities such as hiring, performance reviews, and disciplinary actions.

125. Shipping/Receiving Clerk-- Warehouse clerical/administrative job whose primary duties include the following: to ship goods from the establishment; prepare records of goods shipped; make up bills of lading; post weight and shipping charges; keep files of shipping records; receive incoming shipments of merchandise or other materials; verify correctness of shipments against bills of lading, invoices, etc. Work may include material handling.

126. Delivery Person/Driver -- Drives a motor vehicle (automobile, utility van, pickup, light truck, etc.) up to 26,000 pounds gross vehicle weight (GVW) on the public highways to transport proofs and printed materials.

127. Materials Handler (Shipping/Warehouse) – Individual whose primary responsibility is to move product and raw material for the warehouse to shipping and/or production. May include maintaining stocking records as well as operating a forklift or similar devices.

128. Forklift Operator – Warehouse worker whose primary responsibility is moving material and finished goods through the use of a forklift truck.

129. Maintenance (Facility) -- Under general supervision, performs cleaning and housekeeping duties in office or plant. Cleans lavatories, collects and disposes of waste paper. May sweep, vacuum, mop and wax floors and stairs. May operate industrial cleaning equipment/machinery in performing assigned duties.

130. Maintenance (Equipment) -- Examines machines to diagnose trouble, dismantles machines, replaces defective parts, reassembles machines and makes necessary adjustments to ensure efficient operation. Specific skills include mechanics, pneumatics, hydraulics, machining, welding and electrical. Duties include installation, maintenance and repair of production or processing equipment. Individuals at this level perform advanced troubleshooting of equipment.

ANCILLARY POSITIONS

131. CAD Design -- Responsible for designing products from conception to production; creates innovative structural designs; responsible for die line creation, technical material specification sheets for production and die making; works closely with graphic design (internal) or customer to determine art placement and explain structural assembly features; manufacture hand make samples. May also be responsible for estimating cost information for CAD projects.

132. Color Management Professional – G7 Expert – This individual’s responsibilities include analyzing color and print related issues, taking corrective action to bring systems and process in control to a set method, standard or specification with repeatable and predictable results. A G7 Expert Certification must be earned through training and successful completion of Expert/Professional Training and Certification.