

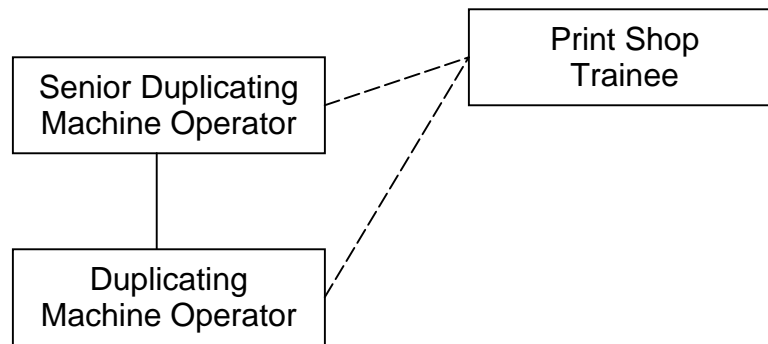
**CITY OF LOS ANGELES  
PERSONNEL DEPARTMENT**

**CAREER OPPORTUNITIES FOR DUPLICATING MACHINE OPERATOR**

This information is being given to you to describe potential promotional opportunities as a Duplicating Machine Operator. The career ladder that Duplicating Machine Operators most commonly enter into is diagramed below. The duties and requirements for the first promotional level of this career ladders are also described. We encourage you to examine the options open to you and to prepare yourself or the promotion for which you qualify.

**COMMON CAREER LADDERS FOR DUPLICATING MACHINE OPERATOR**

The chart below shows the normal career paths of Duplicating Machine Operator. Normal advancement within the series is to Senior Duplicating Machine Operator. With specific types of experience, however, promotion or lateral movement to Print Shop Trainee is also possible.



**DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVEL**

**Duties**

Senior Duplicating Machine Operator: Assigns, reviews and evaluates the work of employees engaged in the operation, adjustment, and the making of minor repairs of offset or direct process duplicating machines, the postpress operation, (such as bindery, scoring, folding, collating, trimming and cutting, and stitching), and may perform such work; inspects and determines acceptability of completed work for quality and correctness, and maintains inventory of paper stock and duplicating supplies; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills equal employment opportunity responsibilities; and does related work.

Print Shop Trainee: Does routine print shop work in a learning capacity, including darkroom camera operation, offset stripping, electronic pre-press system operation, offset form preparation, offset press operation or bindery work.

This is a trainee class. Employment is limited to six years, during which time the trainee is expected to qualify for promotion to a journey-level class in one of the bindery or printing

trades. After appointment, Print Shop Trainees are expected to complete appropriate printing or bindery trade courses in a recognized trade school on their own.

### **Requirements**

**Senior Duplicating Machine Operator:** Two years of full-time paid experience in operating offset process duplicating machines.

**Print Shop Trainee:** Achievement of a passing score on the Print Shop Trainee qualifying written test; and one year of full-time paid craft experience in printing, duplicating or bindery work. Completion of a printing course in a recognized trade school or high school may be substituted for each six months of the required experience. (Course titles and the number of units for each course must be entered into Box 34 of the application.)

The above information was compiled from work done by the Personnel Department in preparing job analyses for examination, classifying jobs, and determining the jobs that would provide qualifying experience for promotional examinations. This information does not replace class specifications and examination bulletins.

## **PREPARING YOURSELF FOR PROMOTION**

1. Broaden your work experience by taking advantage of job rotation and transfer opportunities. Take advantage of on-the-job training opportunities relating to your work.
2. Take advantage of formal education opportunities relating to your work.
3. Learn and stay abreast of laws, procedures, policies and practices relating to your career ladder.
4. Carefully review examination bulletins and class specifications for promotional classes to determine the kinds of skills, knowledges and abilities you need to develop for promotion.
5. Request for Notification cards may be completed in Room 100 of the Personnel Building (847-9240) to notify you by mail when a specific examination is open for filing. Familiarize yourself with the areas in your work location where weekly job bulletins are posted.
6. Employees may obtain career counseling from the Personnel Department's Employee Development Section, (213) 847-9200, Room 380, Personnel Building.