Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Reproduction Equipment Series

Classes in the Series

Class Code	Class Title
08525	Reproduction Equipment Operator 1
08526	Reproduction Equipment Operator 2
08530	Reproduction Equipment Operator Leader

Series Concept

Positions in this series are responsible for the operation or leading others in the operation of different types of equipment used to produce a variety of printed materials

Exclusions

Positions which perform only incidental or limited work in the reproduction of printed material. These positions should be classified in the appropriate class that constitutes the majority of their work.

Positions operating bindery and related equipment. These positions should be classified in the Bindery Worker class.

Positions that use photographic processing equipment to reproduce, enlarge, reduce and print film and photos. These positions should be classified in the Photographic Processor class.

Class Distinctions

Reproduction Equipment Operator 1

Positions at this level are considered trainees. Employees learn to operate a variety of reproduction equipment to produce printed material.

Reproduction Equipment Operator 2

Positions in this class are considered to be performing at the journey level. A variety of reproduction equipment is operated at a skilled level. The equipment operated may be more advanced and complex than the equipment operated by Reproduction Equipment Operator 1 positions.

Reproduction Equipment Leader

Positions at this level perform leadworker duties over Reproduction Equipment Operators 1 and 2 positions and may lead other positions such as Bindery Workers and clerical employees in the unit.

The employee schedules, oversees and reviews for quality the work produced by the staff. Records are maintained of operator and machine time, materials, and machine maintenance.

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