

Classification and Qualification



STANDARDS

The California State University System

Micrographics Technician Series

Class Title	Class Code	Date Established	Occupation Index Reference
Micrographics Technician Trainee	1424	8-1-79	D-3
Micrographics Technician	1426	8-1-79	C-3
Supervising Micrographics Technician I	1428	8-1-79	D-3
Supervising Micrographics Technician II	1430	8-1-79	D-3

SERIES DEFINITION:

This series describes four levels of Micrographics Technician classes. Typically, incumbents operate appropriate microfilm cameras and related equipment to convert material from full-size original documents to reduced-size photographic images on a variety of microforms. Intrinsic to technician positions are the following duties:

Microfilming:

Incumbents of positions in these classes define types of film, correct lighting, time exposure or special illumination necessary for quality reproduction (especially when photographing X-ray films). They load cameras, maintaining correct reduction, voltage, illumination, and exact alignment of documents on the copy board; and film test targets to check resolution and clarity.

Film Processing:

Incumbents of positions in these classes develop and fix the latent images of microfilm for archival permanence; they operate, maintain, and clean the film processor and water developer as well as prepare chemical solutions for film processing as necessary; and are responsible for the care and storage of corrosive and harmful chemicals. They may duplicate microfilm and correct and update previously microfilmed records.

Indexing and Formatting:

Incumbents label and index microforms according to defined procedures and instructions; may operate and maintain an indexing station; and format various types of microforms.

Quality Control:

Incumbents also examine microform, verify index data, check the sequence of file subdivision and check for defects in resolution, density, and overall clarity.

Maintenance:

Incumbents in this class locate, diagnose problems, clean, maintain, and make minor adjustments to a variety of micrographics.

Inventory and Recordkeeping:

Incumbents also maintain inventory controls of chemicals and microfilm products; maintain and update filming, processor logs, inspection guides, audit trails, and index controls; may keep records of supplies, costs, materials used, and other product records; may prepare computer input information pertaining to filmed documents workload. Incumbents of positions in this class may occasionally prepare records for microfilming.

Supervision and Training:

Incumbents may instruct, assist, and check other employees in microfilming, film processing, preparation of documents and destruction of documents; and may supervise others in the absence of the supervisor. Incumbents may also order supplies, provide information to other systems involved in microfilming, and do related tasks as required.

DEFINITION OF LEVELS:**Micrographics Technician Trainee**

The Micrographics Technician Trainee class is the entry-level class within the series. Under immediate supervision, incumbents learn to operate microfilm cameras, processors, duplicators and indexing apparatus, and learn to perform quality control checks, maintain production and control logs, maintain and make minor repairs of various microfilm input and output equipment; and format and index records.

Initially, incumbents function with limited independence, performing the least complex Micrographics Technician tasks such as labeling and indexing microfilm reports, operating the microfilm cameras and learning film loading, illumination, reduction and alignment specifications; they gradually increase their skills in order to handle the full range of Micrographics Technician assignments outlined in the series definition. After successful completion of training over a period of time not to exceed 1 year, incumbents who have demonstrated ability to satisfactorily perform at the journey level shall be eligible for consideration as Micrographics Technicians. This is a training class, and not intended for the employment of journey-level technicians; therefore, incumbents may not be appointed to positions in this class for more than 1 year and the class should be used only when transition into the journey-level class is possible.

Micrographics Technician

The class of Micrographics Technician is the journey level for the operation of microfilm cameras, processors, indexers, and other micrographics equipment. Under general supervision, incumbents perform the full range of duties outlined in the series definition. In a very small department (approximately 2-3 full-time employees) or in the absence of a supervising micrographics technician, incumbents in the Micrographics Technician class may lead and train incumbents of clerical positions who are involved in microfilming, receiving, and preparation of records, record-keeping, quality control, and other duties at the clerical level; incumbents may also occasionally train and supervise Micrographics Technician Trainees in the situations listed above or in the short-term absence of the Supervising Micrographics Technicians.

The Micrographics Technician class is distinguished from the Supervising Micrographics Technician classes by the absence of a continuing responsibility for the planning, organization, and supervision of a micrographics department.

Supervising Micrographics Technician I

Positions in the Supervising Micrographics Technician I class are responsible for the supervision and coordination of a small micrographics department (approximately 3-5 full-time micrographics employees). Under general supervision, incumbents perform the full range of duties outlined in the series definition as well as plan, organize, schedule, and supervise the work of a small group of approximately 3-5 full-time Micrographics Technicians and clerical positions engaged in micrographics-related duties. Using standardized guidelines, incumbents maintain quality control and testing practices in the microfilm unit; and review in-house and externally produced microfilm to maintain such standards. Incumbents of positions in this class develop and maintain a wide variety of microfilm production and control logs and records indexes. Incumbents train and assist Micrographics Technician Trainees and clerks in the full range of micrographics duties. Positions in the Supervising Micrographics Technician I class are distinguished from those in the Micrographics Technician class by the continuing responsibility for supervision and training in a lead capacity and by the initiation of record-keeping procedures.

Positions in the Supervising Micrographic Technician I class are distinguished from those in the Supervising Micrographics Technician II class by: (1) the relative size of the micrographics department staff; and (2) the complete emphasis on records management planning, department supervision and training at the higher level. No time, or very little time, is spent by the Supervising Micrographics Technician II in the performance of Micrographics Technician duties.

Supervising Micrographics Technician II

Under general direction, incumbents of positions in the Supervising Micrographics Technician TI class plan, or organize, and direct the work of approximately 5-15 micrographics positions, including Micrographics Technicians and related clerical positions engaged in the reduction of various records, reports, pictures, and other documents to micrographic form, records handling, and storage.

Incumbents are proficient in the full range of micrographic duties listed in the series definition, yet do not perform these duties on a continuing basis. In addition, they perform the following tasks:

Management Planning:

Incumbents plan the time, labor supply, and equipment requirements for approved microfilm projects; estimate budgetary needs for such projects; develop, implement and maintain procedures and instructions for the filming, film processing, quality control, storage, duplication, distribution, and final disposition of files and records according to campus/department policy; analyze the present and future records retention need of various campus departments and make recommendations on micrographics applicability, determine priority schedules and selection of records for microfilming, and make recommendations to department managers and supervisors on such priorities; set production standards, implement methods for measuring such standards and monitor and coordinate the microfilm operation with microfilm output generated by the computer

Testing and Quality Control:

Incumbents establish satisfactory quality control and testing procedures; perform spot checks, and take other measures to assure that microform produced is of consistently high quality.

Inventory and Recordkeeping:

Incumbents of positions in this class create, review, and maintain a variety of filming, processor, audit and other production control logs; devise and implement new or improved inventory controls and record-keeping aids; develop and supervise the maintenance of indexes of all records reduced to microform; and develop and monitor security procedures for original documents while in the microfilming facility. They also maintain supply records and review and advise on equipment service contracts, where appropriate.

Supervision:

Incumbents supervise Micrographics Technicians, clerks, student assistants, and temporary help in the selection, batching, preparation, microfilming, film processing, film duplication, storage, retrieval, and, when appropriate, destructions of various documents and student records. They establish department priorities, plan, schedule, and assign work assignments.

Incumbents regularly evaluate the performance of microfilm departmental staff according to standard guidelines and may establish hiring criteria and select department staff.

Training:

Incumbents of positions in the Supervising Micrographics Technician II class write procedures and set training objectives for Micrographics Technicians and clerical trainees in various aspects of the microfilming process; and train and assist University and Colleges personnel in the use of micrographic equipment.

Positions in the Supervising Micrographics Technician II class are distinguished from those in the Supervising Micrographics Technician I class by: (1) the increased size of operation and the increased number of individuals under the direct supervision of the incumbent; and, (2) the addition of supervisory duties which preclude all but occasional involvement in technician duties.

It is not foreseen that California State University and Colleges micrographics departments will grow to a size sufficient to warrant the simultaneous use of positions in both the Supervising Micrographics Technician I and the Supervising Micrographics Technician II classes.

MINIMUM QUALIFICATIONS:**Micrographics Technician Trainee****Knowledges and Abilities:**

General knowledge of standard filing and recordkeeping practices; ability to learn appropriate copyright laws pertaining to reproduction. Ability to learn the operation of a variety of micrographic cameras, film processors and monitoring equipment; ability to learn proper methods of record-keeping and posting on a variety of logs; ability to judge contrast, lighting and space relationships. Ability to read and write at a level appropriate to the duties of the position; ability to make simple arithmetic computations; ability to match names and numbers quickly and accurately; ability to type at a corrected rate of 35 words per minute.

Micrographics Technician**Knowledges and Abilities:**

Thorough knowledge of camera mechanisms, film sizes and types, factors affecting illumination; threading techniques; film units, reduction image formats and optical systems; and exposure controls, and code line indexing; thorough knowledge of spool testing requirements; camera signal alerts; film threading techniques; and working knowledge of copyright laws pertaining to reproduction.

General knowledge of the kinds of paper documents, light and dark colors used, negatives, photostats and film emission characteristics and their implications for storage.

Working knowledge of the effects of excessive light illumination during the loading and unloading cycle; working knowledge of operator deficiencies, film inspection techniques, productivity requirements and record keeper needs, and general knowledge of code line and image control indexing procedures.

Ability to thread single or dual cameras; ability to ascertain the appropriate film units and reduction ratios for rotary and planetary microfilmers; ability to use automatic feeders, hand feeders, tab feeders, automatic and manual exposure controls, code line indexing and image control indexing; ability to use exposure meter in balancing illumination; ability to designate appropriate number of documents to the film volume; ability to determine the resolution factor (focus and contrast); ability to take densitometer readings and to maintain minimum and maximum parameters; and ability to prepare chemical solutions and process films.

Ability to remove and reinsert optical systems for cleaning; ability to do general housekeeping as required; ability to locate and diagnose equipment problems, clean and make minor repairs on microfilm cameras; ability to adapt accessory equipment; ability to maintain proper polarity when transferring film to distribution reels; ability to duplicate film by diazo or vesicular methods; and ability to splice remade film to original roll, cassette, etc.

Ability to type or keypunch index on microform indexer appropriate to the work unit according to standard practice; ability to label and index film with cross reference flushing target or other identification using procedures; ability to sequence index targets; and ability to operate an indexing machine, when appropriate.

Ability to examine microfilm and make accurate checks on film quality, file subdivisions and spacer targets when appropriate; ability to clean, clear and purge files and do related clerical work as required; ability to sort and sequence material for uniform imaging; ability to log, update and maintain detailed operator and control logs, inspection guides, film indexes and keep extensive microfilmed document records; ability to log computer input information pertaining to filmed document workload; ability to type at a corrected rate of 35 words per minute; and ability to read and write at a level appropriate to the duties of the position; ability to make arithmetic computations; and ability to instruct and assist trainees and clerks in their respective micrographics duties.

Supervising Micrographics Technician I

Knowledges and Abilities:

Thorough knowledge of camera mechanisms, film sizes and types, factors affecting illumination, film units, reduction ratios and image formats, optical systems, exposure controls and code line indexing; thorough knowledge of spool testing requirements, camera signal alerts, film threading techniques; thorough knowledge of paper types, and the film properties of negatives and photostats for immediate filming decisions and storage; general knowledge of code line and image control indexing procedures; and thorough knowledge of copyright laws pertaining to reproduction.

Ability to plan, organize, schedule and supervise the work of clerical and technical micrographics employees using standardized guidelines; ability to develop and maintain a variety of production logs, control logs and film indexes; ability to coordinate workflow, set priorities meet respective deadlines and complete projects accordingly; ability to set and maintain testing practices and other quality control standards appropriate to the recordkeeping needs of the originator; ability to train and assist technicians and clerks in new and advanced aspects of microfilming; and ability to establish and maintain cooperative working relationships with co-workers and others.

Ability to operate and maintain the micrographic equipment and film processors relevant to the work unit; ability to read and write at a level appropriate to the duties of the position; ability to perform arithmetic computations; and ability to type at a corrected rate of 35 words per minute.

Supervising Micrographics Technician II

Knowledges and Abilities:

Comprehensive knowledge of the techniques, practices and procedures of filming documents in micrographic form, micrographic film processing, document preparation and film duplication and storage systems; thorough knowledge of the equipment, paper types, film types, film sizes and properties relevant to the micrographic unit and storage systems; thorough knowledge of copyright laws pertaining to reproduction.

Ability to create, implement and maintain procedures and instructions for records; ability to plan, organize, schedule and supervise the work of a large micrographics department; ability to coordinate records selection, set filming priorities and deadlines and complete all projects accordingly; ability to set, implement, and monitor production standards; ability to devise training objectives for micrographics staff and University and Colleges personnel who utilize micrographics equipment; ability to select, train and evaluate a large micrographics staff; ability to establish and maintain cooperative working relationships with co-workers and others; ability to analyze the recordkeeping needs of various document originators and make recommendations on appropriate micrographics use; ability to develop and supervise the maintenance of a variety of production and control logs, security procedures and document indexes; ability to control equipment service contracts cost effectively; ability to monitor budget expenditures, assist in and make recommendations on budget preparation; ability to read and write at a level appropriate to the duties of the position; ability to make arithmetic computations; and ability to type at a corrected rate of 35 words per minute.

and

Micrographics Technician

Experience:

Equivalent to one year of experience operating a combination of micrographics cameras, film processors, indexing machines, film duplicators and related micrographics equipment, which demonstrates possession of the knowledges, skills and abilities listed above.

Supervising Micrographics Technician I

Experience:

Equivalent to two years of experience operating a combination of micrographic cameras, film processors, indexing machines, film duplicators and related micrographic equipment, including one year performing some supervisory tasks.

Supervising Micrographics Technician II

Experience:

Equivalent to three years of experience operating a combination of micrographic cameras, film processors, indexing machines, film duplicators and related micrographic equipment, including one year in the supervision of a small clerical unit (approximately 3-4 full-time positions).

All Classes:

Work Week Group: 1
Premium O/T: Yes
Shift Differential: Yes
Employee Category: Non-Academic