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The Job Analysis Questionnaire

Purpose: The purpose of this questionnaire is to gather information about your job.

Directions: Answer all the questions. Return the questionnaire to your supervisor by 12/15/06.

Questions:

1. Analyze your work and list all your major responsibilities. Then prioritize each item by assigning a number to it. One being the highest level of importance.
2. Why are these responsibilities important to your job?
3. What equipment and tools do you use in your jobs?
4. Describe some specific duties or tasks that you perform in your job. Next to each item, state how often you perform this task.
5. What knowledge do you require to perform your job successfully?
6. What qualities are necessary to make you successful in your job?
7. What prior knowledge, skills, or abilities did you bring to your position that helped to make you successful in your job?
8. List any courses, workshops, or training programs you attended in the past that you feel have helped you succeed in your job.
9. Describe any other contributing factors that you feel have made you successful in your job.

1. Design and create from concept through completion the various collateral materials (catalogs, brochures, sell sheets ads, etc.), packaging designs visual presentations, POP display materials, and multimedia/internet content to support both internal and external graphical needs of Intermatic.

1st priority is providing support to both the internal and external graphical needs of Intermatic.

Priorities between the rest of the areas vary hour by hour and day by day depending on the priorities and needs of Intermatic. Graphic Design, Prepress, Plotting/Printing, Mounting Laminating, Administration, Repair/Maintenance, Research, Other

2. Mostly the responsibilities provide the support for Marketing but also support almost every other facet of Intermatic in one form or another helping Intermatic talk with it's customers (both internal and external), vendors and it's employees through graphical means.

3. Macintosh computer and design software (various types of programs and the internet), camera, hand tools (loops, exacto knives etc...), printers, classes, periodicals, seminars, etc...

4. Use of all tools to perform tasks and support the needs of marketing and the rest of Intermatic all the time.

5. Creative mind and a through understanding of Macintosh computer skills (including all software used), design principals, color, typography, photography, print production and web.

6. Both a creative and an analytical mind capable of dealing with stress under tight deadlines. Knowledge of photography, design, print and web.

7. A through understanding of color, design concepts, production, typography and photography etc...

8. Too many to list. All of them, it is cumulative and ongoing.

9. Over 20 years in the graphic arts and all the different experiences during that time help aid in all aspects of performing my tasks thus making it successful.

QUALIFICATION REQUIREMENTS Job Description

Education and/or experience:

Associate Arts degree or equivalent work experience

Or, equivalent work experience in graphic design production

JOB TITLE: Graphic Designer

SALARY LEVEL: Hourly

SHIFT: 1st

LOCATION: Spring Grove

REPORTS TO: Marketing Services Manager

JOB CODE: 7A NT

DIVISION: Marketing Services

DEPARTMENT: 5068

PREPARED BY: Marketing Services Manager

DATE: 1/26/04

APPROVED BY: V.P. Marketing

DATE:

SUMMARY:

The Graphic Designer uses Macintosh-based computer systems to design and create, from concept through completion, the various collateral materials (catalogs, brochures, sell sheets, ads, etc.), packaging designs, visual presentations, POP display materials, and multimedia/internet content to support both the internal and external graphical needs of Intermatic, Inc. The primary duties are outlined below.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Graphic Design: Confers with Marketing Services Manager, marketing managers, product managers and other corporate staff as needed to create concepts and new designs for all types of print support literature including catalogs, sell sheets, promotional flyers, ads, presentations, labels, POP materials, electronic media, etc. Creates designs for multimedia applications including CD-Rom and internet projects. Art directs offsite photography and sets up and shoots photography internally as needed.

Prepress: Prepares print jobs for film/print insuring all necessary artwork, photos, files and fonts are included with the project folder and formatted appropriately for output.

Plotting/Printing: Runs small-run print jobs on local color laser printer and B/W laser printer. Plots large-format color projects on color plotter as needed.

Mounting/Laminating: Mounts and laminates large format materials as needed.

Administration: Work with graphic design team to help build and maintain electronic archives for storage and retrieval of electronic production files including images and artwork.

Repair/Maintenance: Able to troubleshoot equipment including computers, printers, plotters, laminator, etc. to help keep equipment in proper working order. Run periodic backup and organizational review of graphic files, and must have good working knowledge of the computer operating system.

Research: Keeps current with new technological trends in the graphics industry. Participate in evaluation of new equipment acquisitions. Reads relevant trade journals to stay current on trends, innovations, software and changes that affect graphic design or methods.

Other: Assists with other duties as assigned by the Marketing Services Manager

QUALIFICATION REQUIREMENTS

Education and/or experience:

Associate Arts degree plus 2 years graphic design production experience

Or, equivalent work experience (5+ years) in graphic design production

Production-level experience with the following software:

Adobe Illustrator

Adobe PhotoShop

Adobe Acrobat

Quark Xpress

Microsoft Office Suite (Word, Excel, PowerPoint)

Excellent written and verbal communication skills

Must be a well-organized team player

Must possess good typing skills

Basic knowledge or capabilities/limitations of offset printing to aid in setup of graphic projects

Sample portfolio of graphic design work for review (electronic samples accepted in PDF format)

PHYSICAL DEMAND AND WORK ENVIRONMENT:

Fast-paced office environment,

Deadline-oriented

Some exposure to ink and chemicals

Good eyesight and not color blind.

Job Description

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SALARY LEVEL: Hourly
SHIFT: 1st
LOCATION: Spring Grove
REPORTS TO: Marketing Services Manager

JOB CODE: 7A NT
DIVISION: Marketing Services
DEPARTMENT: 5068

PREPARED BY: Marketing Services Manager
APPROVED BY: V.P. Marketing

DATE: 1/26/04
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Administration: Work with graphic design team to help build and maintain electronic archives for storage and retrieval of electronic production files including images and artwork.

Repair/Maintenance: Able to troubleshoot equipment including computers, printers, plotters, laminator, etc. to help keep equipment in proper working order. Run periodic backup and organizational review of graphic files, and must have good working knowledge of the computer operating system.

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Production-level experience with the following software:

Adobe Illustrator

Adobe PhotoShop

Adobe Acrobat

Quark Xpress

Microsoft Office Suite (Word, Excel, PowerPoint)

Excellent written and verbal communication skills

Must be a well-organized team player

Basic knowledge or capabilities/limitations of offset printing to aid in setup of graphic projects

Sample portfolio of graphic design work for review (electronic samples accepted in PDF format)

PHYSICAL DEMAND AND WORK ENVIRONMENT:

Fast-paced office environment,

Deadline-oriented

Some exposure to ink and chemicals

Good eyesight and not color blind.

Job Description

JOB TITLE: Graphic Designer

SALARY LEVEL: Hourly

SHIFT: 1st

LOCATION: Spring Grove

REPORTS TO: Manager of Graphics Comm.

JOB CODE: 7A NT

DIVISION: Graphic Devel.

DEPARTMENT: 5086

PREPARED BY: Manager of Graphics Comm.

APPROVED BY: Vice Pres. Sales & Marketing

DATE: 8-9-99

DATE: 8-11-99

SUMMARY: The Graphic Designer designs and creates on Macintosh-based computer systems, from concept to completion, the various support literature (catalogs, sales sheets, ads, calendars, forms), packaging designs, visual presentations, POP display headers, banners, and multimedia/internet content to support both the internal and external graphical needs of Intermatic. The primary duties are outlined below.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Graphic Design: Confers with product managers and other corporate staff to create concept layouts of new designs for all types of print support literature and collateral including catalogs, sales sheets, promotional flyers, ads, presentations, labels, POP displays, banners and other graphical projects. Creates designs for multimedia applications including CD-ROM and internet projects. Art directs offsite photography and occasionally sets up and shoots photography internally.

Plotting/Printing: Runs small-run color print jobs on local color laser printer and B/W laser printer. Plots headers, banners and POP materials on large-format plotter on demand.

Prepress: Occasionally shoots stats and other material as needed for a project. Prepares print jobs for laser-imagesetter file insuring all necessary artwork, photos, files and fonts are included with the project folder.

Repair/Maintenance: Troubleshoots the laser printers, plotter and laminator to keep the equipment in proper working order. Repairs equipment, including Mac computers, as knowledge allows. Runs periodic backup and organizational review of graphic files.

Research: Keeps current with new technological trends in the graphics industry to assist the Manager of Graphics Communications in evaluation of new equipment acquisitions. Reads trade journals and professional literature to stay informed of trends, innovations, software and changes that affect graphic design or graphics methods.

Mounting/Laminating: Laminates and mounts headers, banners, etc. as needed.

Other: Assists with other duties as assigned by the Manager of Graphics Communications.

SUPERVISORY RESPONSIBILITIES: none

QUALIFICATION REQUIREMENTS

Education and/or experience:

Associate Arts degree plus 2 years graphic design production experience
or equivalent work experience (5+ years) in graphic design production

Production-level experience with the following software:

Quark XPress, Adobe PhotoShop, Adobe Illustrator, Microsoft Word

Excellent written and verbal communication skills

Basic knowledge of capabilities/limitations of offset printing to aid in setup of graphic projects

Sample portfolio of graphic design work for review

PHYSICAL DEMAND AND WORK ENVIRONMENT:

Office environment, pressure for deadlines, some exposure to ink and chemicals.

Good eyesight and *not* color blind.

Job Description

JOB TITLE: Offset Press Operator I

SALARY LEVEL: Hourly
SHIFT: 2nd
LOCATION: Spring Grove
REPORTS TO: Manager of Graphics Comm.

JOB CODE: 7H
DIVISION: Graphic Arts
DEPARTMENT: 5087

PREPARED BY: Manager of Graphics Comm.
APPROVED BY: Vice Pres. Sales & Marketing

DATE: 8-6-99
DATE: 8-11-99

SUMMARY: The Offset Press Operator I sets up and runs primarily CMYK (4-color process) printing jobs and assists in other areas of the print shop by performing the duties outlined below.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Setup: Loads the press(s) with paper stock, inks the press and sets up essential press chemistry.

Printing: Runs the print jobs with attention to ink coverage, registration and overall print quality.

Prepress/Stripping: Strips negatives for platemaking and burns plates occasionally.

Repair/Maintenance: Troubleshoots the press(s) to keep the equipment in proper working order.

Repairs equipment as knowledge allows. Keeps the press and press area clean at all times. Runs periodic maintenance/safety reviews. Keeps a maintenance log for the press(s) that is being run.

Training/Research: Trains Offset Press Operator II personnel in 4-color printing techniques.

Performs periodic time studies on equipment as directed by the Lead Pressman or the Manager of Graphic Communications and keeps abreast of current technological trends in the printing industry to assist the Manager of Graphics Communications in evaluation of new equipment acquisitions or printing methods.

Other: Assists bindery personnel with cutting, folding and other duties as assigned by the Lead Pressman or Manager of Graphics Communications.

SUPERVISORY RESPONSIBILITIES: none

QUALIFICATION REQUIREMENTS

Education and/or experience:

High School Graduate

5 - 7 years offset printing experience running 1, 2 and 4-color presses.

Good communication skills.

Working knowledge of bindery and finishing techniques.

Working knowledge of prepress/stripping techniques.

PHYSICAL DEMAND AND WORK ENVIRONMENT:

Ability to lift 80 pounds (frequently).

Good mathematical ability and able to read a US and metric ruler.

Good eyesight and *not* color blind.

Operate a skid loader.