



**YOUNGSTOWN
STATE
UNIVERSITY**

LETTER OF UNDERSTANDING
between
YOUNGSTOWN STATE UNIVERSITY
AND
ASSOCIATION OF CLASSIFIED EMPLOYEES (ACE)

In accordance with a Letter of Understanding executed between the University and YSU-ACE on September 7, 2023, the parties met on October 2, 2024 to discuss classification changes for the position of Print Specialist. The classification changes will be updated in the [Classification Plan](#). The updated position description is enclosed with this notification. The details are listed below:

- Print Specialist -\$18.55

If applicable, Organizational Development will create a plan to move all existing employees into the above-mentioned classifications and will consult with YSU-ACE representative(s) prior to implementation as needed.

For the University:

[Kevin Kralj \(Oct 10, 2024 12:53 EDT\)](#)

Kevin M. Kralj
Director, Labor and Employee Relations

Date: 10/10/2024

For the Union:

[Melanie Leonard \(Oct 11, 2024 09:28 EDT\)](#)

Melanie Leonard
President, YSU-ACE

Date: 10/11/2024



Name:
Effective Date:
Pay Rate:
POSN: 999808
FTE: 1.0
Reviewed By: MS/AJM
FLSA Review: Non-Exempt

Title: Print Specialist

Department: Printing Services

Summary of Position: The class works under general supervision and requires thorough knowledge of printing practices, procedures, and operations in order to, establish production schedules, maintain inventory of supplies, operate digital press equipment, set up and proof jobs, and assist in equipment maintenance and cleaning. Performs technical and administrative tasks.

Position Information

Essential Functions and Responsibilities: 50% - Coordinates all phases of print operations; assigns, coordinates, and reviews print jobs; schedules print jobs; compares invoices; adheres to contract guidelines; prepares specifications; estimates costs; approves proof. Works with departments and offices and assists faculty in the development, design, and print of materials; orders supplies; prepares reports on cost of print; maintains files. Serves as contact person for vendors regarding specific print jobs; informs and educates departments on print standards. Operates digital press equipment; performs finishing and bindery work.

Oversees internal operations; coordinates projects, establishes specifications, selects vendors and works with vendors to establish requirements; researches trends of the print and mail industry; responds to requests related to print order procedures and troubleshoots issues; evaluates condition of equipment; reports repairs and schedules service.

30% - Completes tasks and projects within established timeframes and requirements.

Cleans and maintains the condition of equipment and work area.

Effectively communicates via phone, email, etc.; assists supervisor in various communications.

20% - Responds to questions and resolves issues.

Acts as leader worker.

Performs other related duties as assigned.

Other Functions and Responsibilities: Performs other related duties as assigned.

Equipment Operated: Computer and all other standard office equipment.

Work Schedule: Typically, M-T-W-Th-F 7:30 a.m. to 4:00 p.m.

Unusual Work Conditions: Exposed to noisy equipment, chemical fumes, and ink stains.

Supervision Exercised: May be exercised over student employees.

Reports to: Business Manager Facilities and Print Operations

Qualifications and Competencies

Required Certifications, Training, and/or Licensures:

Knowledge, Skills, and Abilities:

Knowledge of: print operations; print equipment safety practices and procedures; supervisory principles/techniques; employee training and development; inventory control; public relations; office printing practices and procedures.

Skill in: written and verbal communication.

Ability to: work within established deadlines; perform routine maintenance on equipment; prepare meaningful, concise, and accurate reports; work in a team environment on multiple projects; answer routine inquiries; operate computer equipment and software programs.

(*) Developed after employment.

Minimum Qualifications: High school diploma or GED; at least one year of experience in print operations which includes operating highspeed digital presses; demonstrated experience operating computer equipment and software programs.

Preferred Qualifications: Demonstrated knowledge of inventory control and bindery procedures.

Physical Requirements: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform medium work.

Medium: work involves exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or an amount greater than negligible and up to 10 pounds constantly to move objects.