

## TEST PLAN

### PRINTING PRODUCTION COORDINATOR - #2475

1. Minimum Qualifications Screening
2. Agency may:
  - develop test questions and criteria at the time of recruitment, or
  - use the core T&E test that has been developed on:

A. Print Process and Procedures	14%
B. Print Materials and Costs	8%
C. Planning	42%
D. Laws, Rules, and Regulations	7%
E. Contracting Out and Miscellaneous	<u>29%</u>
	100%
3. Those ranking highest on the test will be invited to participate in the next phase of the selection process.
4. If you are hired, certain knowledge and skills will be assessed during your trial service period. **Pass/Fail**

### MINIMUM QUALIFICATIONS

- four years of printing production experience which includes one year of lead work or supervision **OR**
- two years of printing production **and** two years of sales or marketing printing services experience which includes completion of technical or apprenticeable training in printing **OR**
- an equivalent combination of training and experience.

The training and/or experience must have provided:

- knowledge of the organization, work flow, standards, and practices of production printing;
- knowledge of postal regulations related to materials shipped by mail;
- skill preparing accurate, complete printing order specifications from client information;
- skill preparing accurate cost estimates and job pricing;
- skill assessing print orders to determine labor and materials costs, need for special equipment, materials, or techniques, and if there is a need to bid the jobs out;
- skill assisting and advising clients on print orders or production problems;
- skill coordinating and cooperating with production units to assure timely, cost-effective job completion.