NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Publication Specialist 2	CODE: 63152C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from agency appointing authority or other administrative superior, assures standardization & compliance with governing regulations in all departmental communications, procedures & publications;

- PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	25-35	Provides technical advice & assistance to division directors & other staff members in interpretation of laws & regulations governing departmental procedures & communications & ensures all departmental publications for internal/external use comply with state & federal laws & regulations.	Knowledge of (1) agency functions & programs*, (2) state & federal laws & regulations regarding publication procedures*, (3) journalism; ability to (4) interpret extensive variety of technical material in books, journals & manuals, (5) gather, collate & classify information about data, people or things, (6) handle sensitive inquiries from & contacts with officials & general public.
2	35-55	Directs development, preparation & maintenance of all departmental procedural manuals, handbooks & related publications (e.g., performs final proofing & editing of all masters, schedules release of materials for reproduction, works with printer on layout, designs & proofs).	Knowledge of 1*, 2*, 3, (7) inventory control*, (8) supervision*; skill in (9) use of drafting tools*, (10) word processing equipment*; ability to 4, 5, (11) write &/or edit articles for publication.
3	10-30	Directs & controls issuance of policy statements regarding procedures & publications.	Knowledge of 1*, 2*; ability to 4, 5.
4	2-8	Assists in standardization of departmental forms; improves form design & arrangement to reduce time & cost of production & increase user proficiency.	Knowledge of 1*, 2*, (12) forms management*; skill in 9*, 10*; ability to 4, 5.

(61)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 6 courses in journalism which must have included newswriting, reporting, editing, photojournalism & graphics of communication (or 6 mos. exp.); or equivalent.	TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE	CODE:	
Publication Specialist 2	63152C	Page 1 of 1