

**STATE OF OHIO (DAS)**  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**

Publication Specialist

**SERIES NO.:**

6315

**MAJOR AGENCIES:** Administrative Services, Job & Family  
Services, Educational Television Commission, Highway Safety,  
Workers' Compensation

**EFFECTIVE DATE:**

03/07/2004

**SERIES PURPOSE:**

The purpose of the publication specialist occupation is to prepare & distribute departmental publications.

At the lower level, incumbents research, write & design publications.

At the higher level, incumbents provide expertise in ensuring standardization of publications & compliance with regulations governing departmental communications & publications.

This series does not include forms management, design or production.

**CLASS TITLE:**

Publication Specialist 1

**CLASS NUMBER:**

63151

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of journalism in order to research, write & design departmental publications, edit copy & coordinate printing work.

**CLASS TITLE:**

Publication Specialist 2

**CLASS NUMBER:**

63152

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The advanced level class works under direction & requires thorough knowledge of journalism & state &/or agency regulations governing publications in order to interpret regulations & ensure standardization of publications & compliance with governing rules & regulations.

<b>CLASS TITLE:</b> Publication Specialist 1	<b>CLASS NUMBER:</b> 63151	<b>BARGAINING UNIT:</b> 14
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**EFFECTIVE DATE:**

03/07/2004

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Researches, analyzes, collects & prepares data for use in newsletters, pamphlets, directories, manuals or other departmental publications & coordinates & plans preparation of explanatory material about departmental projects (e.g., radio & television public service announcements, advertisements, brochures, posters).

Edits & proofreads copy & coordinates work with state printing, researches, organizes & analyzes photo or art material for use in publications, lays out, designs & types articles & operates word processor to prepare reproduction masters.

Arranges for distribution of publications; ensures transmittal of documents to regional & national offices; assists in filling written, phone or verbal requests for publications.

Maintains files of reference material & publications; clears & purges computerized files & records; types, duplicates & collects copy.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of journalism; public relations. Skill in typing\*; operation of word processor\*. Ability to write &/or edit articles for publication; gather, collate & classify information about data, people or things.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in journalism.

-Or 2 yrs. trg. or 2 yrs. exp. in preparing various forms of literature for publication (e.g., newswriting; reporting; editing; photojournalism; graphics of communication).

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

<b><u>CLASS TITLE:</u></b> Publication Specialist 2	<b><u>CLASS NUMBER:</u></b> 63152	<b><u>BARGAINING UNIT:</u></b> 14
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**EFFECTIVE DATE:**

03/07/2004

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

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.

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).

Directs & controls issuance of policy statements regarding procedures & publications.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of journalism; public relations; agency functions & programs\*; state & federal laws & regulations regarding publication procedures\*. Skill in typing\*; operation of word processor\*. Ability to write &/or edit articles for publication; gather, collate & classify information about data, people or things.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in journalism; 1 yr. journalism experience.

-Or 3 yrs. trg. or 3 yrs. exp. in preparing various forms of literature for publication (e.g., newswriting; reporting; editing; photojournalism; graphics of communication).

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.