

AUDITOR OF STATE
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
PUBLICATION SPECIALIST

SERIES NO.:
6315

MAJOR AGENCIES:
AUDITOR OF STATE ONLY

EFFECT. DATE: **NEW EFF. DATE:**
09/22/1991

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:

09/22/1991

NEW EFFECTIVE DATE:

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:

09/22/1991

NEW EFFECTIVE DATE:

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.

CLASS TITLE: PUBLICATION SPECIALIST 1	CLASS NO.: 63151	BARG. UNITS: 51
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EFFECTIVE DATE:

09/22/1991

NEW EFFECTIVE DATE:

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 ALTERNATIVE, EQUIVALENT EVIDENCE OF THE MAJOR WORKER CHARACTERISTICS NOTED ABOVE.

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

NOT APPLICABLE.

UNUSUAL WORKING CONDITIONS:

NOT APPLICABLE.

CLASS TITLE: PUBLICATION SPECIALIST 2	CLASS NO.: 63152	BARG. UNITS: 51
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EFFECTIVE DATE:

09/22/1991

NEW EFFECTIVE DATE:

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 ALTERNATIVE, EQUIVALENT EVIDENCE OF THE MAJOR WORKER CHARACTERISTICS NOTED ABOVE.

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

NOT APPLICABLE.

UNUSUAL WORKING CONDITIONS:

NOT APPLICABLE.