<table>
<thead>
<tr>
<th>STATE OF OHIO (DAS)</th>
<th>CLASSIFICATION SERIES:</th>
<th>SERIES NO.:</th>
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<tbody>
<tr>
<td></td>
<td>Publication Specialist</td>
<td>6315</td>
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<tr>
<td>MAJOR AGENCIES:</td>
<td>Administrative Services, Job &amp; Family Services, Educational Television Commission, Highway Safety, Workers' Compensation</td>
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<tr>
<td>EFFECTIVE DATE:</td>
<td>03/07/2004</td>
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**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.
**CLASS TITLE:** Publication Specialist 1  
**CLASS NUMBER:** 63151  
**BARGAINING UNIT:** 14  

**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.
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.