

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 3756

EDITOR II -- RESEARCH PUBLICATIONS

Abolished Effective February 10, 2006

DEFINITION

Evaluate, edit, and/or rewrite written research materials for printing; coordinate their production.

DISTINGUISHING CHARACTERISTICS

Positions at this level have responsibility for editing written research materials (articles, monographs, journals, books, reports, theses, and dissertations) for readability, coherence, accuracy, grammar, and/or conformity to standards of style. Works independently under general supervision.

TYPICAL WORK

Edit written research publications; work with authors on necessary revisions; advise authors on technical matters of production;

Clarify ambiguous or incomplete materials; may rewrite as necessary;

Coordinate editorial schedules and the production and promotion of assigned publications; may recommend design and format of publications;

Read and review proposed manuscripts; may recommend and arrange for expert readers and secure their evaluations; may present lectures regarding the preparation of theses and dissertations;

May recommend and introduce methods of reducing cost and time in production of publications;

Prepare materials for publications; plan layouts; prepare paste-ups;

Review and correct galley proofs and page proofs;

Review and recommend format, illustrative materials, etc.;

May accept manuscripts which conform to institution's policies and procedures;

May write original copy for publications;

May advise junior editors in solution of editorial and/or technical problems relating to production;

Review professional journals and books to stay abreast of new requirements in technical writing field;

Perform related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's Degree in English, journalism, humanities, or related field; AND one year of editing experience; or five years of combined college education and editing experience; or five years of full-time publication and/or editing experience.

Examination Requirements

A job element examination (including written, E & T and oral components) scored on the basis of job related experience, training, skill, ability, and other elements which are established through job analysis.

New Class: 2-7-73

Revise Class: 12-14-73

Revise Class: 9-16-76