

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 3771

EDITOR II -- PUBLICATIONS

Abolished Effective February 10, 2006

DEFINITION

Edit and prepare materials of average complexity for printing, and monitor and expedite their progress during production.

DISTINGUISHING CHARACTERISTICS

Positions at this level are distinguished by their responsibility for editing and coordinating production of public-information and intra-institutional materials (catalogs, bulletins, brochures, athletic programs, announcements, etc.) submitted by departments for printing. The editor assures the printed product's readability, coherence, accuracy, grammatical correctness, and conformity to standards of style and quality. Works independently under general supervision.

TYPICAL WORK

Edit copy for a wide variety of work submitted for printing; review copy for correctness, clarity, and form of presentation, and suitability for submission to typesetter; confer with department regarding faults, and rewrite material as necessary;

Prepare specifications for printing jobs to be submitted to printer, including typesetting, camera, press, and bindery requirements;

Advise departments regarding alternatives available in selection of materials, methods of copy preparation, and other specifications that can favorably influence the cost or quality of the final product;

Obtain production schedule from printer and seek to maintain conformity with it by monitoring the job's progress through the printing facility and keeping the department informed of its responsibility in returning proofs as rapidly as possible, providing delayed copy or pictures, etc.;

Review and correct proofs provided by printer during each production phase, examining them carefully for conformance to specified type-style, spacing, and positioning for

typographical errors and work divisions; and, at blueline level, for quality of reproduction of pictures and type;

Coordinate with design staff regarding acceptability of printing facility's interpretation of instructions relating to aesthetic matters;

Perform related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's Degree in English, journalism, humanities, or related field; AND two years of editing experience; OR six years combined college education and editing experience; OR six years of full-time publication 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