

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 3774

INFORMATION SPECIALIST I

Abolished Effective February 10, 2006

DEFINITION

Under technical direction, participate in writing and editing assignments.

DISTINGUISHING CHARACTERISTICS

Positions in this class write drafts of and edit standard communications material. Work is performed under direction of a senior information specialist or equivalent.

TYPICAL WORK

Under established guidelines, gather background information by research and personal interviews, and write drafts of newsletters, brochures, publicity releases (radio, TV, newspapers, etc.), proposals, speeches, memoranda, etc.;

Assist in liaison work between clients, publication and production personnel; arrange for distribution of communications material;

Translate statistical reports, research documents, abstracts/concepts, and verbal directions into prose and pictorial concepts;

Edit copy for style and accuracy of material;

May prepare layouts and paste-ups; participate in photographic duties; take photographs, etc.;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Bachelor of Arts' Degree in Communications, English, Journalism, or related field. Additional full-time writing/editing experience may substitute year-for-year for educational requirement.

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