

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 3775

INFORMATION SPECIALIST II

Abolished Effective February 10, 2006

DEFINITION

Perform writing and editing assignments in the development, preparation, and dissemination of communications material.

DISTINGUISHING CHARACTERISTICS

Positions in this class have responsibility for writing and editing communications material which requires special knowledge as well as initiative and judgment. Work independently under general supervision.

TYPICAL WORK

Gather background information by research and personal interviews and write newsletters, brochures, publicity releases (radio, TV, newspapers, etc.), proposals, speeches, memoranda, etc.;

Provide liaison between client, publication, and production personnel to arrange for distribution of communications material;

Translate statistical reports, research documents, abstract concepts, and verbal directions into prone and pictorial form;

Edit copy to check for appropriateness of style and accuracy of material;

May perform photographic duties;

Perform related duties as required.

MINIMUM QUALIFICATIONS

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

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

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 MQ: 7-2-90