

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	CLASSIFICATION SERIES: Publication Specialist	SERIES NO : 6315S
	MAJOR AGENCIES: Secretary of State only	EFFECTIVE DATE:

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:
63151S

EFFECTIVE DATE:
9-22-91

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:
63152S

EFFECTIVE DATE:
9-22-91

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.

<u>CLASS TITLE:</u> Publication Specialist 1	<u>CLASS NUMBER:</u> 63151S	<u>BARGAINING UNIT:</u> EX
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JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THE 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.

CLASS TITLE: Publication Specialist 2	CLASS NUMBER: 63152S	BARGAINING UNIT: 40
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JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THE 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.