

## HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 3755

EDITOR I -- RESEARCH PUBLICATIONS

**Abolished Effective February 10, 2006**

### DEFINITION

Assist in editing and preparing written research materials for printing, may coordinate their production.

### DISTINGUISHING CHARACTERISTICS

Positions allocated to this level have responsibility for editing written research materials (articles, monographs, journals, books, reports) for readability, coherence, accuracy, grammar, and conformity to standards of style; work is subject to regular review and direction by higher level editors.

### TYPICAL WORK

Read manuscripts accepted for publication and correct faculty organization, grammar, structure, and style; reorganize annotation, indexes, and bibliographies;

Prepare materials for publication; plan layouts; and prepare paste-ups; may assist with photographic selection, cropping, and placement;

Read and correct galley and page proofs; may write drafts of original copy for publications;

With concurrence of author, rephrase, revise, and rewrite materials as required;

May arrange for printing; may coordinate printing schedules with production personnel to assure conformance with publications specifications;

Perform related duties as required.

### MINIMUM QUALIFICATIONS

A Bachelor's Degree in English, journalism, humanities, or related field; OR four years of combined college education and editing experience; OR four 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