

## HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 3757

EDITOR III -- RESEARCH PUBLICATIONS

**Abolished Effective February 10, 2006**

### DEFINITION

Evaluate and edit written research materials (articles, monographs, journals, books, reports) for publication; may lead other editors.

### DISTINGUISHING CHARACTERISTICS

Positions at this level are distinguished by responsibility for evaluating and editing written research materials of above-average complexity or of a highly specialized nature. Works independently under general direction.

### TYPICAL WORK

Review and evaluate manuscripts submitted for publication; recommend expert readers and review their reports;

Recruit manuscripts by contacting authors; originate and develop ideas for books, monographs, articles;

Work with authors on development of ideas for books, monographs, articles, and on revisions to improve organization, style, and clarity of material; may recommend illustrative materials;

Edit manuscripts and prepare them for publication;

Read and correct galley proofs as required;

Establish and maintain publication schedules and coordinate these schedules with production personnel to assure conformance with publication specifications;

Recommend design, format, type faces, illustrative materials;

May write original copy for publications;

May plan and maintain budgets;

Perform related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's Degree in English, journalism, humanities, or related fields; AND two years of editing experience; OR six years of combined college education and editing experience; OR six 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: 12-14-73