

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
PUBLICATIONS SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional supervisory positions located in a variety of state agencies and University of Wisconsin campuses which function as Publications Supervisors. Positions allocated to this classification supervise a staff of lower level Publications Editors in editing manuscripts and articles for publications. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The positions in this classification are professional positions located within a variety of state agencies and University of Wisconsin campuses which function as Publications Supervisors. Positions allocated to this classification series function as Editors and supervise lower level Publications Editors in the development and publication of books, magazines, newsletters and other materials; edit manuscripts and articles for publication; write articles and stories for publication; work directly with authors in editing manuscripts; order photography, artwork, illustrations, and other graphics; design and layout books, magazines, and other publications; supervise the work of graphic artists, photographers, typesetters and proofreaders; and supervise the production and distribution of publications.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions which perform, for a majority of the time, duties and responsibilities which are more appropriately classified as Publications Editor.
3. Positions which perform, for a majority of the time, duties and responsibilities which are more appropriately classified as Communications Specialist.
4. Positions which perform, for a majority of the time, duties and responsibilities which are more appropriately classified as Marketing Specialist.
5. Positions which perform, for a majority of the time, duties and responsibilities which are more appropriately classified as Medicaid Publications Coordinator.
6. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

II. DEFINITIONS

PUBLICATIONS SUPERVISOR

Positions allocated to this classification function as Editors and supervise lower level Publications Editors in the development and publication of books, magazines, newsletters and other materials; edit publications which deal with highly complex scholarly, technical or scientific issues; solicits manuscripts and suggests topics to authors; formulate short-range and long-range publishing policy; edit manuscripts and articles for publication; write articles and stories for publication; work directly with authors in editing manuscripts; order photography, artwork, illustrations, and other graphics; design and layout books, magazines, and other publications; supervise the work of graphic artists, photographers, typesetters and proofreaders; and supervise the production and distribution of publications.

Representative Position:

State Historical Society of Wisconsin, Historical Publications Editor - Directs and supervises the Editorial Office of the State Historical Society, which includes the quarterly *Wisconsin Magazine of History*, the bimonthly agency newsletter, the multi-volume *History of Wisconsin* series, and various books, pamphlets, research guides, and educational materials; formulates both short-range and long-range policy as it relates to the Society's scholarly publishing program; supervises the editorial staff; serves as staff liaison to relevant committees of the Board of Curators, other state, federal and local agencies, the University of Wisconsin and other educational institutions, and to historical and professional societies; seeks and writes proposals for grants and other subsidies for the Society's publications; develops and administer biennial budget requests; supervises the editing, production and marketing of the Society's six-volume *History of Wisconsin* series and other publications; and supervises publicity, promotion, and marketing of Society publications.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective January 4, 1998 as part of the Public Information Officer and Publications Editor Survey and announced in Bulletin CC/SC-80.

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