

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**PUBLICATIONS EDITOR  
CLASSIFICATION SERIES**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future professional positions located in a variety of state agencies and University of Wisconsin campuses which function as Publications Editors. Positions allocated to this classification edit manuscripts and articles for publication. 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 series are professional positions located within a variety of state agencies and University of Wisconsin campuses which function as Publications Editors. Positions allocated to this classification series function as Editors or Associate 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; proofread galleys and page proofs and make necessary changes; order photography, artwork, illustrations, and other graphics; design and layout books, magazines and other publications; coordinate the work of graphic artists, photographers, typesetters and proofreaders; and coordinate the production and distribution of publications.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which meet the statutory definitions of supervisor or management as defined in s. 111.81(19) and (13), Wis. Stats., 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 Communications Specialist.

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

D. Entrance and Progression Through This Series

Employees enter positions within this classification series by competitive examination. Although this is not a progression series, a position may be filled below its objective level for the purposes of training and development. Such positions may be reclassified to the objective level for the position's allocation as the employee satisfactorily attains the specified training, education, or experience and the position spends the majority of its time (50% or more) on duties identified at that classification level.

## II. DEFINITIONS

### **PUBLICATIONS EDITOR**

Positions allocated to this level review and edit manuscripts and publications for correct format, grammar, punctuation, meaning, content, clarity, consistency, and continuity; edit manuscripts and articles for a limited number of publications which have limited audiences; write and edit articles; work directly with authors in editing manuscripts; read manuscripts edited by other editors; mark manuscripts for type font, spacing, insertions and other information; order necessary artwork and give final approval before production; proofread galleys and page proofs and make necessary changes; and maintain records and prepare reports. Positions function as an Editor or Assistant Editor for a School or Division within a University of Wisconsin (UW) campus or for a bureau or small division within a state department.

Positions edit, for form and content, a wide variety of articles written by authorities in a specialized field for inclusion in professional periodicals; edit and evaluate manuscripts of a scholarly, scientific or technical nature for publication as books, monographs, and other publications; design and layout books, magazines and other publications; write scholarly, scientific or technical articles for inclusion in professional journals and magazines; recruit manuscripts by correspondence and through personal contacts with scholars; design or oversee the design of books including format, stock, typography, layout, illustrations, artwork and jacket design; and coordinate the work of graphic artists, photographers, typesetters and proofreaders. Positions function as the Editor or Associate Editor of a number of periodicals or other publications and/or a section of a department's publishing activities. Work is performed under general supervision.

#### **Represented Positions**

UW Milwaukee School of Education, Assistant Editor, *Educational Administration Quarterly Journal* - Works directly with authors in editing manuscripts for the *Educational Administration Quarterly Journal*; designs and implements administrative procedures for processing academic manuscripts, including file management, tracking systems, public inquiries, and all correspondence; and proofreads galley and page proofs and makes necessary corrections.

State Historical Society of Wisconsin (SHSW), Associate Editor, *Wisconsin Magazine of History* - Evaluates and edits historical manuscripts for the quarterly *Wisconsin Magazine of History*; conducts

research for illustrations and maps both in-house and by correspondence with relevant galleries, museums and archives; conducts all aspects of pre-press and production of the magazine, including preparing and updating specifications and contracts for typesetting and manufacturing, conferring with compositors and printers, and overseeing the design, formatting, typography, layout, artwork paper, binding and inks; conducts historical research and writes brief essays, picture captions, and jacket and promotional copy for SHSW publications; and as assigned, prepares the design, formatting and production of SHSW book and pamphlet publications.

State Historical Society of Wisconsin, Columns Editor - Edits and produces the SHSW membership magazine-style newsletter, *Columns* (a 12 to 24 page, two-color bimonthly newsletter, distributed to more than 5,000 members, 60 corporate sponsors, 132 legislators, and the state's new media), and the Society's *Annual Report* (20-24 page, two-color report); establishes deadlines, production and mailing schedule; generates ideas for possible news stories, interpretive and general feature stories, photographs and illustrations, opinion columns and other information for inclusion in the newsletter; writes and edits stories for the newsletter and materials for the annual report; secures photographs and illustrations; and prepares detailed requisitions for typesetting, layout and printing.

### **PUBLICATIONS EDITOR 3**

Positions allocated to this level perform all of the duties identified at the lower Publication Editor level and in addition are responsible for the editing, layout and production of the publications of a department or a major specialized unit within a department. Positions at this level work with authors in determining the best method of writing particular articles including grammar, style, tone and the general layout of the article; act as the department's consultant on printing processes and production matters; coordinate the production of publications; and prepare or assist in the preparation of the publications' budgets. Work is performed under general supervision.

### **PUBLICATIONS EDITOR 4**

Positions allocated to this level function as the Editor or the Associate Editor for the largest and most complex publications in state service; edit highly complex publications in a scholarly, technical, or scientific field; edit publications with a statewide or national circulation; write, develop, and edit department-related stories to reflect or interpret departmental policies, philosophy, compliance with laws and regulations, and related departmental issues; write, develop, and edit publications which serve as departmental policy development mechanisms by gathering policy input and feedback from the public; develop and monitor the publications' budget; write, develop, and edit articles which provide interpretations of scholarly, scientific, or technically complex issues; function as a member of the publications management team; and analyze departmental policies, issues, and programs and provide recommendations to management regarding the most effective presentation of such information in departmental publications.

Positions allocated to this level function as: 1) Associate Editor of the Department of Natural Resources' *Wisconsin Natural Resources* magazine; 2) Editor for the Department of Natural Resources *Environmental Education News* or 3) Associate Editor for the State Historical Society of Wisconsin's *Columns*, *Wisconsin Magazine of History*, and *History of Wisconsin*. Work is performed under general supervision.

### **Represented Positions**

Department of Natural Resources, Associate Editor, *Wisconsin Natural Resources Magazine* - Provides editorial and production management for supplements to the *Wisconsin Natural Resources* (WNR) magazine, including the *Wisconsin Traveler*; serves on the WNR magazine management team; analyzes department issues and programs for supplement potential and makes appropriate recommendations/proposals to administrators and managers; acts as a consultant to client state agencies (Tourism, Transportation, Natural Resources, and the State Historical Society) in identifying potential feature subjects, developing content, and preparing information in an interesting consumer magazine format; edits and develops stories to reflect or interpret state policy, department philosophy, and compliance with laws and regulations; edits stories from authors external to the department on current public and private sector positions to encourage point/counterpoint public analysis of environmental and resource management issue; directs contract artist in the illustration, layout and design of the supplements; coordinates supplement production schedules, style and overall content with the Editor; and in the Editor's absence, provides editorial management to the magazine.

Department of Natural Resources, Editor, *Environmental Education News* - Manages the editorial, subscriber and financial aspects of *Environmental Education News*, the statewide environmental education quarterly newsletter which is a cooperative effort of a consortium of environmental education agencies and organizations in Wisconsin; analyzes environmental education needs for articles, activities and special issue potential; plans, develops, and coordinates articles, themes and special issues; drafts and edits articles and activities; determines story placement and basic layout, selects artwork, and directs graphic artist in final layout and design; directs production and distribution; secures supplementary funding through grants and donations; and manages the newsletter budget.

State Historical Society Associate Editor - Directs and edits the work of the editor of the agency membership newsletter *Columns* (12 to 2-page bimonthly) and the agency's Annual Report and sales catalog; edits in an associate capacity the *Wisconsin Magazine of History* (a quarterly journal of about 80 pages intended for an academic audience and lay persons interested in Wisconsin's past); edits and researches in an associate capacity the *History of Wisconsin* series (final volume in a series); addresses the lay and academic public in person, over the Wisconsin Public Radio and other electronic media on a wide variety of Wisconsin-related historical topics; provides technical historical reference and consultation aid to colleagues and academic historians and the general public about Wisconsin history and bibliography; conducts independent historical research; and manages the inter-institutional Frank Lloyd Wright Oral History Program and its projects on behalf of the Society and the other institutional members of this program.

### **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 series was created effective January 4, 1998 as part of the Public Information Officer and Publications Editor Survey and announced in Bulletin CC/SC-80. This survey is an extension of the Professional Program Support Personnel Management Survey. This classification series was collapsed and created effective July 14, 2002 and announced in Bulletin MRS/SC-158 as a result of the WPEC Broadbanding and Class Collapsing Study.