

## Career Path –Writer/Editors

### January 2009

JCC Title	Qualifications	Grade	Status	JCC Number	Job summary (all job qualifications and responsibilities are cumulative in nature)
Writer/Editor I  (Includes Publications Assistant)	Associate's degree plus 1 year related experience editing documents and/or updating web site contents. OR Bachelor's degree in journalism or related field.  Basic knowledge of web page production and image manipulation software may be required.	54	Non-Exempt	3356	Drafts, formats, proofs and edits assigned documents or web site contents following customer requirements and established style guidelines. Summarizes data. Uploads content as directed. Maintains accuracy and consistency of print and electronic publications. Provides administrative support to publication or production processes.
Writer/Editor II  (Includes Publications Coordinator)	Associate's degree plus 2 years of related experience writing, proofreading, and editing articles and other publications. OR, Bachelor's degree in journalism or related field plus 1 year related experience.  Working knowledge of web page production and image manipulation software may be required.	56 Up from grade 55	Non-Exempt	3623	Gathers information, writes, edits, and proofs articles, catalogues, reference documents, on-line resources, or promotional material. Solicits input from customers to determine content and format or both print and electronic publications. May lead publication processes, making content, formatting and other production decisions.
Writer/Editor III  (Eliminated Publications Project Coordinator and Publications Specialist JCCs)	Bachelor's degree in journalism or related field plus 3-5 years related experience in writing, editing, and project management.  Advanced knowledge of web page production and image manipulation software may be required.	58 Up from grade 57	Non-Exempt	3624	Performs research to write articles or other print or web published materials. Evaluates and edits documents for relevance, completeness, and accuracy. Plans and manages production processes, establishing production schedules, adhering to budgets, and prioritizing work in order to produce a high-quality product. Works closely with customers and other multi-media staff throughout planning and production. Acts as a team leader and/or technical resource.
Web Content Administrator  (Added in Fall 2008)	Bachelor's degree in English, Journalism, Communications or related field and 2 years experience providing comprehensive written web content delivery. Knowledge of web page design, HTML and web graphics types and standards and related web software tools.	58	Non-Exempt	3714	Manages content and the appearance/appeal of the website to enhance user experience and website visibility. Responsible for managing and performing web site editorial activities including gathering and researching information that enhances the value of the site. Locates, negotiates and pursues content. Keeps sections of the site(s) current and anticipates content and layout needs based on department priorities and marketing needs. Works with technical staff on website updates and design changes.
Senior Editor  <a href="#">Increased grade effective September 2009 from 60 to 61</a>	Bachelor's Degree in journalism or related field plus 5 or more years of related experience editing and producing scientific journals or other publications.	61	Exempt	3715	Manages manuscript acquisition, submission, editing and production processes for journals and/or texts from inception to completion. Works with authors, contributors and editorial boards throughout all stages. Maintains editorial authority regarding content and formatting. Implements marketing strategies and actions to increase revenue and ensure budget accountability.