Editor

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
EDITOR I	1875	B18	$45,521 - $71,055
EDITOR II	1876	B20	$51,158 - $81,351
EDITOR III	1877	B22	$57,614 - $93,138
EDITOR IV	1878	B24	$65,104 - $106,634

GENERAL DESCRIPTION

Performs editorial work involving laying out, indexing, and revising content of written and digital materials, including agency correspondence and reports, in preparation for final publication.

EXAMPLES OF WORK PERFORMED

Reviews, edits, and rewrites various print and digital content to improve readability.

Detects and corrects errors in spelling, grammar, punctuation, and syntax.

Verifies facts, dates, and statistics, using standard reference sources.

Prepares documents for printing.

Maintains mailing lists for distribution of publications.

Selects appropriate artwork (e.g., photos, charts, graphs, or illustrations).

Designs pages, arranging text and images for readability and visual appeal.

Provides guidance and assistance to staff by recommending content and format options.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level IV may also perform work listed within the previous levels.

***Note**: Factors that may distinguish between levels include the degree of independence in performing the work; the complexity of the work; the scope of responsibility; and the employee's related work experience, education, and certifications. Employees at the journey level (level I) may independently perform the full range of work identified within their current level and may assist others performing work of greater complexity.*

EDITOR I: Performs complex (journey-level) editorial work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may routinely assist others in performing work of greater complexity.

Note*: Senior-level employees (levels II-IV) may serve in a lead or supervisory role; however, supervisory responsibilities within this job classification series will typically be found at levels III and IV, depending on the structure and size of the supervised workgroup.*

Senior-level employees may perform the full range of work identified in the levels preceding their own and may coordinate or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility, oversight, and authority; the complexity, scope and impact of the work performed; and the employee's related work experience, education, and certifications.

EDITOR II: Performs highly complex (senior-level) editorial work. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may:

- Review, edit, and rewrite reports, papers, and strategic communications to improve tone, style, and intent of message.
- Coordinate staff activities related to the preparation of content material for publication.
- Perform final edit and proofreading of documents to ensure consistency in grammar, style, content, and format.
- Train agency staff on effective business writing and agency expectations.

EDITOR III: Performs advanced (senior-level) editorial work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Review content for alignment with agency mission and strategic and operational goals.
- Verify that content complies with relevant laws, regulations, and ethical standards.
- Recommend changes to established policies and procedures for written materials to improve readability and ensure consistency in grammar, style, content, and format.
- Develop standardized formatting templates and style guidelines for use throughout agency.
- Prepare reports on editorial activities.

EDITOR IV: Performs highly advanced (senior-level) editorial work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may independently perform the most complex editorial work and may:

- Establish editorial quality standards and procedures.
- Develop strategic plans for editorial objectives and goals.
- Provide final high-level content approval on agency documents and communications, assessing potential risks or negative impacts the content may have on agency operations.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar; techniques and methods of planning, organizing, and writing various types of materials; research methodology; accessibility standards; and departmental policies, procedures, and regulations.

- Skill in editing documents, in using appropriate grammar and punctuation, and in the use of a computer and applicable software.

- Ability to compose, review, and edit technical documents, materials, and reports; to conduct research; and to communicate effectively.

Additional for Editor II – III levels

- Ability to coordinate and/or supervise the work of others.

Additional for Editor IV levels

- Ability to develop strategic plans.