

**Associate Editor of Publications**

Will also consider an Associate Governmental Program Analyst

Permanent— Full-Time

(Position Number 339-100-5593-900)

**SALARY RANGE: \$4,488- \$5,618**

**DUTIES:** Under the direction of the Manager of Publications, the Associate Editor of Publications edits audit and investigative reports, consults with auditors and investigators to assist them in preparing and revising reports; coordinates requests for editorial services, and administers an individual writing development program for participating staff. Specific duties include, but are not limited to:

- Coordinate and perform editing of detailed and often lengthy technical, audit and investigative reports and other office publications utilizing a computer-based editing process. Consult with and assist auditors, investigators, and other staff on preparing, and revising reports and publications. Critically read reports and publications ensuring all content is accurate, logical, clear, and consistent with office style. Edit and revise reports accordingly. Edit work typically includes but is not limited to outline edits, organizational edits, content edits, and fit and finish edits.
- Attend meetings with staff and management to assist with the development and refinement of vision statements and outlines, plan the editing schedule, and ensure the editing process runs smoothly. Coordinate the report processing evaluation function from all participants.
- Coordinate and participate in the “Individual Writing Development Program” to assist staff participating in the program to develop and improve their writing abilities. Through reviews of participant’s writing samples, discussions and exercises, the Associate Editor of Publications focuses on improving each participant’s writing in various areas including structuring an argument, creating effective paragraphs, mechanics and sentence structure, among others. Conduct writing and editing courses.
- Perform and coordinate evaluations of writing tests from auditor and investigator candidates. Develop testing and evaluation materials when necessary.
- Answer questions from all office staff regarding writing, editing, and proofreading. Edit letters, brochures, and other internal correspondence as needed. Maintain the Style Manual and propose updates to management as needed.

**DESIRABLE QUALIFICATIONS:**

- Graduation from an accredited college or university.
- Previous editing experience, particularly in developmental or book editing.
- Excellent understanding of grammar, sentence structure, punctuation, and style and the ability to spot flaws in organization or reasoning.
- Experience in teaching writing skills.
- Strong communication skills, both written and verbal.
- Ability to work independently and in a team environment.
- Ability to communicate effectively with all levels of the organization.
- Ability to work with priorities/deadlines subject to frequent change.
- Ability to handle multiple tasks, deadlines, and work well under pressure.
- Available to work overtime, oftentimes on short notice, including evenings, weekends and holidays.

## APPLICATION REQUIREMENTS:

In addition to your **Std. 678** application, please provide a **Statement of Qualifications (SOQ)** for the hiring manager's review. The SOQ serves as documentation of your ability to present information clearly and concisely in writing and should be no more than two pages in length. **Your SOQ must address the following:**

1. **What specific elements of your education most qualify you for this position? Please include a list of relevant coursework you have successfully completed.**
2. **What relevant work experience do you possess that best demonstrates your ability to perform the duties of an Associate Editor of Publications? Please include any experience editing utilizing a computer-based process and which software programs you are proficient in.**

**TO APPLY**, send or deliver a completed STD.678 and SOQ to:

### Location

California State Auditor  
Human Resources Office  
621 Capitol Mall, Suite 1200  
Sacramento, California 95814

### Contact

Kristina Gin  
(916) 445-0255, ext. 500  
[kristinag@auditor.ca.gov](mailto:kristinag@auditor.ca.gov)

**FINAL FILING DATE: JUNE 24, 2015**

All applications must be postmarked no later than the final filing date. **Applications postmarked after the final filing date will not be accepted for any reason.**

**SELECTION PROCESS:** Current state employees with status in the Associate Editor of Publications or the Associate Governmental Program Analyst classification, lateral transfers from an equivalent classification, former state employees who can reinstate into either classification, and persons who are reachable on a current employment list for either classification may apply. All interested applicants must submit a STD. 678 (with an original signature) and indicate the basis of their eligibility on the STD. 678. Failure to provide eligibility information may result in disqualification from the hiring process. **Emailed applications and applications without an SOQ will NOT be accepted.** All appointments will be made in accordance with applicable personnel laws and rules. Only those appearing most qualified will be interviewed. Additional hires may be made from this bulletin if positions become available.

Upon appointment, all employees are subject to **fingerprinting and having a background check conducted**. All State Auditor's Office employees are excluded from collective bargaining.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

*IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.*