Associate Editor of Publications

General Instructions

Thank you for your interest in California State civil service employment. The State of California is an Equal Employment Opportunity employer. The Associate Editor of Publications examination will consist of the attached Qualifications Assessment Questionnaire (QAQ) that will be used to evaluate your experience, education, and training in providing assistance and direction to school district officials, school district governing boards, county committees on school district organization, and consultants on school administration programs.

The QAQ is the examination and will account for 100% of your score. It is important that you fill out the QAQ completely. Questions without a response will not be scored. Your responses should be an accurate reflection of your experience, education, and training. If you are successful, your name will be placed onto an eligible list(s) for the classifications listed above. The list(s) will be used by the California Department of Education to fill existing vacancies.

In order to apply for this examination, you must submit an examination application package. Missing information may delay the processing of your examination.

The following documents comprise the examination application package for the Associate Editor of Publications:

- Examination/Employment Application (STD. 678): https://jobs.ca.gov/pdf/std678.pdf
- Qualifications Assessment Questionnaire
- Affirmation Statement
- Evidence of completion of the education requirement (copies are acceptable.)

PLEASE SUBMIT YOUR COMPLETED EXAMINATION APPLICATION PACKAGE TO:

California Department of Education
Examination and Recruitment Office
1430 N Street, Room 1802
Sacramento, CA 95814
916-319-0857

Upon receipt of your completed examination application package, documents become confidential information and are the property of the California Department of Education, Examination and Recruitment Office. Please notify this office if you have a change of address.

YOUR RESPONSES ARE SUBJECT TO VERIFICATION

All information provided on the state employment application and QAQ is subject to verification at any time during the examination process and/or hiring process.

Anyone who misrepresents their experience, education, and/or training may be subject to one or more of the following actions:

- Removal from the examination process
- Removal from the certification list
- Loss of State employment
- Loss of rights to compete in any future State examinations

Section I - Minimum Qualifications

Items in this section request information about your minimum qualifications and will be used to determine your eligibility to compete in this examination. Please answer each of the following questions for the examination(s) which you are applying for by selecting the appropriate box.

Experience Requirement:

Do you have one year of experience in California state service performing publications editing duties of a class with a level of responsibility equivalent to that of and Editorial Assistant, Health and Sciences?

☐ Yes
☐ No

Do you have three years of increasingly responsible professional writing, two years of which must have included the responsibility of publishing and editing publications?

☐ Yes
☐ No

Education Requirement:

Do you possess an earned Bachelor's degree?

☐ Yes
☐ No

Section II - Tasks

Using the rating scales provided below, you will rate your knowledge and experience performing specific job-related tasks.

In responding to each statement, you may refer to your formal education, formal training courses, and/or work experience whether paid or not paid. All tasks pertaining to the designing, editing, and publishing of one or more publications; and/or consulting with and assisting authors and subject-matter specialist with the planning, preparing, and revising of manuscripts. Items without responses will not be scored.

Column # 1 - Knowledge related to performing this task is defined as follows:

- Extensive Knowledge: I possess an expert knowledge level to the extent that I could effectively perform this task in the most difficult and complex situations. I could instruct others on specific aspects of this task.
- Moderate Knowledge: I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.
- Limited Knowledge: I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively.
- No Knowledge: I have no knowledge of how to perform this task or what it may entail.

Column # 2 – Length of experience performing this task:

- More than 5 years of experience performing this task
- 3-5 years of experience performing this task
- 1-3 years of experience performing this task
- Less than 1 year, or no experience performing this task

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the 2 columns provided.

1. **Read and edit hard copy and electronic manuscripts for form and style according to the guidelines of an employer Style Manual, Chicago Manual of Style, etc.**

   Knowledge related to performing this task:

   ☐ Extensive knowledge
   ☐ Moderate knowledge
   ☐ Limited knowledge
   ☐ No knowledge

   I have performed this task for:

   ☐ More than 5 years
   ☐ 3-5 years
   ☐ 1-3 years
   ☐ Less than 1 year or no experience

2. **Organize material for dissemination to a wide variety of audiences.**

   Knowledge related to performing this task:

   ☐ Extensive knowledge
   ☐ Moderate knowledge
   ☐ Limited knowledge
   ☐ No knowledge

   I have performed this task for:

   ☐ More than 5 years
   ☐ 3-5 years
   ☐ 1-3 years
   ☐ Less than 1 year or no experience

3. **Remove ambiguities and redundancies from materials.**

Knowledge related to performing this task:

- ☐ Extensive knowledge
- ☐ Moderate knowledge
- ☐ Limited knowledge
- ☐ No knowledge

I have performed this task for:

- ☐ More than 5 years
- ☐ 3-5 years
- ☐ 1-3 years
- ☐ Less than 1 year or no experience

4. **Ensure conformity with legal and professional editorial standards.**

Knowledge related to performing this task:

- ☐ Extensive knowledge
- ☐ Moderate knowledge
- ☐ Limited knowledge
- ☐ No knowledge

I have performed this task for:

- ☐ More than 5 years
- ☐ 3-5 years
- ☐ 1-3 years
- ☐ Less than 1 year or no experience

5. **Correct errors in English grammar, usage, syntax, punctuation, and mechanics to ensure consistency in style and format.**

Knowledge related to performing this task:

- ☐ Extensive knowledge
- ☐ Moderate knowledge
- ☐ Limited knowledge
- ☐ No knowledge

I have performed this task for:

- ☐ More than 5 years
- ☐ 3-5 years
- ☐ 1-3 years
- ☐ Less than 1 year or no experience

6. **Rewrite copy for clarity in order to provide constructive feedback to the author the reason for the edits or queries.**

Knowledge related to performing this task:

- ☐ Extensive knowledge
- ☐ Moderate knowledge
- ☐ Limited knowledge
- ☐ No knowledge

I have performed this task for:

- ☐ More than 5 years
- ☐ 3-5 years
- ☐ 1-3 years
- ☐ Less than 1 year or no experience

7. **Confer with supervisor for instruction and direction regarding project timelines, workload, and priorities.**

Knowledge related to performing this task:

- ☐ Extensive knowledge
- ☐ Moderate knowledge
- ☐ Limited knowledge
- ☐ No knowledge

I have performed this task for:

- ☐ More than 5 years
- ☐ 3-5 years
- ☐ 1-3 years
- ☐ Less than 1 year or no experience

8. **Verify references and citations to confirm that the information is current, accurate, and is supported by recognized authorities.**

Knowledge related to performing this task:

- ☐ Extensive knowledge
- ☐ Moderate knowledge
- ☐ Limited knowledge
- ☐ No knowledge

I have performed this task for:

- ☐ More than 5 years
- ☐ 3-5 years
- ☐ 1-3 years
- ☐ Less than 1 year or no experience

9. **Edit tables, charts, and graphs to conform to the preferred style.**

Knowledge related to performing this task:

- ☐ Extensive knowledge
- ☐ Moderate knowledge
- ☐ Limited knowledge
- ☐ No knowledge

I have performed this task for:

- ☐ More than 5 years
- ☐ 3-5 years
- ☐ 1-3 years
- ☐ Less than 1 year or no experience

10. **Collaborate with authors and subject-matter specialists to prepare manuscripts for publication.**

Knowledge related to performing this task:

- ☐ Extensive knowledge
- ☐ Moderate knowledge
- ☐ Limited knowledge
- ☐ No knowledge

I have performed this task for:

- ☐ More than 5 years
- ☐ 3-5 years
- ☐ 1-3 years
- ☐ Less than 1 year or no experience

11. **Prepare manuscripts for printing or online publication in the preferred form and style.**

Knowledge related to performing this task:

- ☐ Extensive knowledge
- ☐ Moderate knowledge
- ☐ Limited knowledge
- ☐ No knowledge

I have performed this task for:

- ☐ More than 5 years
- ☐ 3-5 years
- ☐ 1-3 years
- ☐ Less than 1 year or no experience

12. **Consult and coordinate with graphic designers on typographic format, marking copy for type style and size, overseeing layout, and reading and correcting proofs according to approved procedures.**

Knowledge related to performing this task:

- ☐ Extensive knowledge
- ☐ Moderate knowledge
- ☐ Limited knowledge
- ☐ No knowledge

I have performed this task for:

- ☐ More than 5 years
- ☐ 3-5 years
- ☐ 1-3 years
- ☐ Less than 1 year or no experience

13. **Prepare weekly reports to track time spent on each project and to keep management informed.**

Knowledge related to performing this task:

- ☐ Extensive knowledge
- ☐ Moderate knowledge
- ☐ Limited knowledge
- ☐ No knowledge

I have performed this task for:

- ☐ More than 5 years
- ☐ 3-5 years
- ☐ 1-3 years
- ☐ Less than 1 year or no experience

14. **Manage electronic files of multiple jobs, including Microsoft Word documents, PDFs, and email correspondence in Microsoft Outlook to keep information organized and accessible and to ensure timelines are met.**

Knowledge related to performing this task:

- ☐ Extensive knowledge
- ☐ Moderate knowledge
- ☐ Limited knowledge
- ☐ No knowledge

I have performed this task for:

- ☐ More than 5 years
- ☐ 3-5 years
- ☐ 1-3 years
- ☐ Less than 1 year or no experience

15. **Verify the accuracy of data and other information displayed in graphics.**

Knowledge related to performing this task:

- ☐ Extensive knowledge
- ☐ Moderate knowledge
- ☐ Limited knowledge
- ☐ No knowledge

I have performed this task for:

- ☐ More than 5 years
- ☐ 3-5 years
- ☐ 1-3 years
- ☐ Less than 1 year or no experience

16. **Communicate with authors, subject-matter specialists, and others by telephone, email, or in person to clarify ambiguities and ensure content presented is accurate.**

Knowledge related to performing this task:

- ☐ Extensive knowledge
- ☐ Moderate knowledge
- ☐ Limited knowledge
- ☐ No knowledge

I have performed this task for:

- ☐ More than 5 years
- ☐ 3-5 years
- ☐ 1-3 years
- ☐ Less than 1 year or no experience

17. **Write brief descriptions of published materials for promotion and marketing.**

Knowledge related to performing this task:

- ☐ Extensive knowledge
- ☐ Moderate knowledge
- ☐ Limited knowledge
- ☐ No knowledge

I have performed this task for:

- ☐ More than 5 years
- ☐ 3-5 years
- ☐ 1-3 years
- ☐ Less than 1 year or no experience

18. Independently maintain workflow and project timelines.

Knowledge related to performing this task:

- ☐ Extensive knowledge
- ☐ Moderate knowledge
- ☐ Limited knowledge
- ☐ No knowledge

I have performed this task for:

- ☐ More than 5 years
- ☐ 3-5 years
- ☐ 1-3 years
- ☐ Less than 1 year or no experience

19. Prioritize workflow to ensure work assignments are completed by the requested deadlines.

Knowledge related to performing this task:

- ☐ Extensive knowledge
- ☐ Moderate knowledge
- ☐ Limited knowledge
- ☐ No knowledge

I have performed this task for:

- ☐ More than 5 years
- ☐ 3-5 years
- ☐ 1-3 years
- ☐ Less than 1 year or no experience

20. Ensure that the text in the manuscript or presentation material/display is consistent with the graphics presented.

Knowledge related to performing this task:

- ☐ Extensive knowledge
- ☐ Moderate knowledge
- ☐ Limited knowledge
- ☐ No knowledge

I have performed this task for:

- ☐ More than 5 years
- ☐ 3-5 years
- ☐ 1-3 years
- ☐ Less than 1 year or no experience

21. Coordinate with graphic designers on typographic format, marking copy for type style and size, overseeing layout, and reading and correcting proofs according to approved procedures.

Knowledge related to performing this task:

- ☐ Extensive knowledge
- ☐ Moderate knowledge
- ☐ Limited knowledge
- ☐ No knowledge

I have performed this task for:

- ☐ More than 5 years
- ☐ 3-5 years
- ☐ 1-3 years
- ☐ Less than 1 year or no experience

Affirmation Statement

THIS AFFIRMATION MUST BE COMPLETED

Government Code Section 18935:

1. The department or a designated appointing power may refuse to examine, or after examination may refuse to declare as eligible, or may withhold or withdraw from an eligible list, before the appointment, anyone who meets any of the following criteria:
    1. Lacks any of the requirements for the examination or position for which he or she applied.
    2. Has been dismissed from any position for any cause that would be a cause for dismissal from state service.
    3. Has resigned from any position not in good standing in order to avoid dismissal.
    4. Has misrepresented himself or herself in the application or examination process, including permitting another person to complete or attempt to complete a portion of the examination on his or her behalf.
    5. Has been found to be unsuited or not qualified for employment pursuant to rule.
2. The remedies provided in this section are not exclusive and shall not prevent the board, department, or appointing power from taking additional actions pursuant to Chapter 10 (commencing with Section 19680).

I hereby certify and understand that the information provided by me on this questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If it is discovered that I have made any false representations after being appointed to a position, I may have adverse action taken against me, which could result in dismissal.

Signature: _____ Date: _____

Name (Printed): _____

Home Phone Number: _____ Work Phone Number: _____