

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 2233200

Publications Production Assistant, Grade 14

Brief Description of Class

Positions in this class are responsible for the non-editorial phases of printing production. The incumbent performs production functions required in the preparation of publications and other printed materials for printing.

Distinguishing Characteristics

Publications Production Assistant: full performance level; communicates with internal customers, manages the administrative issues of print operations, orders materials, and calculates costs and estimates; acts as a liaison between agency and printers, designers, and engravers.

Illustrative Tasks

Tracks the status of requisition orders and print specifications for vendor quotations.

Follows up on printing jobs to assure maintenance of printing schedules.

Ensures that publication deadlines are met.

Provides monthly reports to the Publications Manager detailing the status of outstanding orders.

Prepares data reports for miscellaneous fiscal and print reports, including research of alternatives and costs to accomplish or provide services, at the request of the Publications Manager.

Conducts high level review and verification of publication work products for the semi-monthly supplementation of the New York Codes, Rules, and Regulations (NYCRR).

Reviews and marks manuscripts for typography and layout and proofreads copy for conformance to specifications.

Writes printing specifications and prepares purchase requests or purchase orders.

Reviews and evaluates new equipment and processes and makes appropriate recommendations for utilizations.

Maintains printing production records.

Responds to program inquiries and communicates with public and private vendors, and commercial and preferred-source vendors.

Provides advice in planning of publications, including recommendations concerning best method of copy preparation.

Assists the Publications Production Supervisor in all aspects of systems administration related to the production of the NYCRR and State Register.

Develops performance tasks and standards and provides adequate feedback through evaluation, counseling, and other action as necessary and appropriate.

Conducts orientation and provides training to subordinate staff.

Takes lead responsibility for all publication, form, and miscellaneous print and duplication orders that may be produced by a preferred-source or commercial vendor.

Creates, drafts, and prints forms and publications on behalf of the agency and at the request of program areas.

Works with vendors and department staff on translation services for forms and publications as necessary.

Minimum Qualifications

Open Competitive: four years of experience* in the preparation of material for printing or publishing.

*An associate degree in a related field can substitute for two years of specialized experience; a bachelor's degree in a related field can substitute for four years of experience.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the

Division of Staffing Services for current information on minimum requirements for appointment or examination.

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