

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

Classification Standard

Occ. Code 2233900

Department of State Publications Manager, Grade 23

Brief Description of Class

The position supervises the Department of State's Division of Administrative Rules that publishes the weekly State register, the monthly NYCRR supplementation, and related official state documents.

Distinguishing Characteristics

The position supervises staff that edits and publishes official State documents, and state agency rules for public review and information on the State register and NYCRR. The position directly supervises a Publications Production Supervisor, a Graphic Designer 1, and support staff.

Related Classes

Publications Production Supervisors supervise print and graphic publication operations. The positions determine a project's printing needs and identify the most cost-effective production process, determine the availability of staff and equipment to complete assigned jobs, and determine the priority of assigned work.

Publications Manager 3 (Department of Environmental Conservation) supervises the agency's print and web publication functions including technical writing and graphic production.

Illustrative Duties

Supervises the publication of official state documents, including oversight of contracts as necessary; reviews and updates publications in compliance with laws, rules, and regulations; establishes procedures, and recommends policy for the review and update of State codes and regulations, and official state documents; reviews and establishes performance metrics and quality standards for the publication of state codes, regulations, and official state documents; reviews and recommends staffing and equipment needs; meets with executives to design, review or update publications; and supervises publication and form development for all department programs. Examples of publications maintained or produced include the State Register, NYCRR, New York

State Constitution, New York State's Coat of Arms, the Great Seal of the State of New York, and state county maps and origin materials.

Minimum Qualifications

Promotion: one year of competitive service as a Publications Production Supervisor.

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 qualification requirements for appointment or examination.

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