

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV31602</b>
<b>Job Class Code:</b>	<b>560</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>15</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>12/19/94</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Arizona Highways Magazine Publishing Series

**JOB CODE TITLE:** Arizona Highways Magazine Publishing Support Specialist II

**HRIS TITLE:** AZ HWYS MAG PBNG SUPP SPCT II

**CHARACTERISTICS OF THE CLASS:** Under general supervision. Authority to determine sequence of work assignments for self and assigned staff. No unusual work conditions. Performs difficult and complex marketing research, circulation analyses, and research for information for proposed articles; verifies thoroughness and accuracy of researched travel information. May supervise subordinate publishing support personnel.

**EXAMPLES OF DUTIES:** Performs complex and difficult research. Conducts circulation and cost analyses. Produces reports/graphs/charts from general instructions using specialized publishing software. Prepares ad hoc operational/publishing reports. Provides oral and written responses to difficult and complex inquiries from the general public and business/industry representatives. Supervises assigned subordinate staff. Attends meetings and seminars. Performs related work as required.

**WORK RESULTS/PRODUCTS:** Information researched; circulation and cost data analyzed; reports prepared; effective work unit.

**RESPONSIBILITY:** for accurate and timely completion of all assigned tasks; complex research and analyses; responding to difficult inquiries; effective supervision of assigned subordinate staff.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** processes and practices associated with the magazine/periodical publishing industry; advanced techniques of research; report preparation; the use of personal computer (PC) and computer terminals; policies and procedures applicable to the work unit and department; geography, history and cultures of the State of Arizona; the principles and practices of leadership and work management.

**Skill in:** operating a variety of office equipment including a PC or word processing equipment, and specialized software.

**Ability to:** compose letters/correspondence and reports; establish and maintain effective work relationships; provide customer service; apply the principles and practices of leadership and work management.