



TECHNICAL PUBLICATIONS ANALYST

FC: TA120
PG: SEIU-09
FLSA: Non-Exempt
1988

PC: 714
BU: 4 (SEIU)
Created: April

Revised: January 9, 2008

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, creates, edits and coordinates the preparation and publishing of the District's hard copy and electronic publications; coordinates and provides standards for the publication of technical documents; performs the more difficult technical writing; provides lead direction to assigned staff; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position classification in the Documentation Division of the Maintenance and Engineering Department performs technical and lead direction in the preparation, maintenance and control of technical documents such as engineering specifications, standards, reports, maintenance manuals, and contract books. The incumbent works at a high level of independence with responsibility for daily work priorities and standards within established policy and procedures. This is a non-supervisory class, but has the authority to control and correct work performed to ensure compliance with standards and requirements.

REPORTS TO

This position reports to the Administrative Support Officer or a designated supervisory classification in the Drafting and Configuration Control of the Maintenance and Engineering Department.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Provides lead direction to office support and technical writing staff at documentation facilities; assigns and reviews work on a project basis.
2. Reviews new manuals to ensure adherence to District contract specifications; reviews all District and extension contracts for assigned departments; drafts and revises contract language for sections that apply to technical publications; researches contracts to provide information and specifications to contractors.
3. Establishes and updates standards for developing of new maintenance manuals; establishes styles and guidelines for text, graphic layouts, and electronic formats; discusses.
4. Discusses materials and formats with originators and users to clarify technical information

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and requirements; provides working direction and technical guidance to writers, editors, contractors

and consultants.

5. Creates and revises District standards, specifications, technical bulletins, maintenance procedures, reports and other related technical documents; publishes and distributes various technical documents.
6. Coordinates input from various departments and documentation division services required for publishing technical documents.
7. Performs complex technical writing of maintenance procedures and related technical documents.
8. Orders materials and supplies required for technical publishing; maintains records of work performed and technical publications activities; acts as liaison with printing contractors; prepares printing and type specifications.
9. Attends project design and review meetings; provides consultants, contractors and staff with contract requirements; reviews and evaluates vendor-submitted maintenance manuals and specifications for compliance to standards, guidelines and completion schedules; recommends approval or denial of payment for completed documentation submitted by contractors.
10. Creates a variety of internal and external publications for the department; writes copy for articles, reports and slide presentations; provides direction to printers, graphic artists, writers and other staff; established schedules, determines budgets and obtains cost estimates; coordinates services required to produce such publications.
11. Operates computers, photocopiers, scanners, plotters, and printers in the preparation, distribution and maintenance of technical documents; utilizes department computer systems and software programs to maintain records and files of publication distribution lists to ensure configuration control.

QUALIFICATIONS

Knowledge of:

Systems and methods for cataloging and indexing technical documents.

Equipment, media, formats and materials used in preparing, publishing, storing and accessing electronic documentation and graphic illustrations from the Drafting Division's Electronic Document Management System.

Procedures, standards and guidelines for acceptance and control of technical documents.

Principles and practices of technical writing, editing and publishing.

Technical engineering terminology and schematic symbols.

Techniques for planning, coordinating and reviewing work.

Skill in:

Reviewing and analyzing documentation for adherence to standards, codes and guidelines.

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Planning, coordinating and reviewing the work of publications staff.

Scheduling and coordinating publishing and microfilming with other departments.

Writing and editing clear, concise, readily understandable technical instructions, procedures, reports

and related documentation.

Using various software applications such as Adobe Acrobat, AutoCAD, and CoreIDraw to create and publish illustrated documents.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in engineering, journalism, computer science, english or a closely related field from an accredited college or university.

Experience:

Three (3) years of (full-time equivalent) verifiable professional experience in planning, coordinating, creating, maintaining, and reviewing technical publication projects.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for walking, standing, or sitting for prolonged periods of time.

EEOC: 02

Safety Sensitive Designation: No