

**Job Class Profile: Geoscience Publications Copy Editor****Pay Level: CG-29 Point Band: 622-675**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	4	2	4	3	4	3	2	1	
Points	233	67	13	19	90	87	62	43	11	625

**JOB SUMMARY**

The Geoscience Publications Copy Editor performs professional copy-editing work involving the proofreading and editing of geological reports, maps and related materials prior to publication; revising manuscript material to clarify content for publication; and preparing reports and maps and printing.

**Key and Periodic Activities:**

- Reviews geological maps in detail to determine if the map correlates to text of report, marginal notes, and legend. Liaises with the cartographic and information technology staff to ensure correct figure size, information accuracy and reproducibility.
- Checks maps to ensure that all mining properties and mineral occurrences are properly noted. Checks accuracy of map legends to ensure agreement with departmental style, Table of Formations in geological reports, and the validity of names in conjunction with the North American Code of Stratigraphic Nomenclature Committee. Checks references and quotations against manuscript to verify existence and authenticity.
- Discusses revisions, additions and deletions to reports and maps with authors, referring problem cases to the Geoscience Editor.
- Oversees word processors and typesetters to ensure proper camera-ready copy.
- Reads manuscripts in detail to determine whether geological terms and expressions are correct, according to survey guidelines and national book publishing standards.
- Determines the need for revisions of manuscripts to clarify presentation, correct grammar and word usage, consistency of style and clarity of writing must be ensured. Suggests revisions, additions and deletions to authors to improve overall content.
- Rewrites and/or changes manuscripts in collaboration with the authors.
- Assists with quality control through the printing process by approving print runs, ensuring colour-printing quality.

**SKILL****Knowledge****General and Specific Knowledge:**

- Knowledge of copy editing geo-scientific reports and requirements of the publishing industry.
- Knowledge of disposition of geological units of the province.

**Formal Education and/or Certification(s):**

- Minimum: Undergraduate Degree in English.

**Years of Experience:**

- Minimum: 3 - 4 years

**Competencies:**

- Written and verbal communication skills.
- Ability to proofread, edit and format documents.
- Ability to coordinate activities.
- Ability to provide advice on grammar, style and clarity of information in accordance with publication standards.

**Interpersonal Skills**

- A range of interpersonal skills such as listening, asking questions, gaining the cooperation of others and providing advice on revisions to reports, maps and manuscripts is used when discussing such matters with authors. Collaborates with authors to re-write or make changes in manuscripts.
- Most significant contacts are the Geo-Science Editor (to discuss work and refer problems that may arise); cartographic and information technology staff (to discuss figure size on maps/legends, information accuracy and reproducibility); and staff involved in the printing process.

**EFFORT****Physical Effort**

- The demands of the job do not result in considerable fatigue, requiring periods of rest.
- Work is performed within an office environment. The use of fine finger/precision work when utilizing a computer to perform editing and revision of manuscripts is a requirement.

**Concentration**

- **Visual** demands are a requirement when performing the majority of tasks and activities performed.
- Activities such as reviewing geological maps in detail to determine if the map correlates to text of report, marginal notes and legend can be **repetitious** and require alertness.
- **Time pressures and deadlines** are experienced as a result of publishing timeframes and needs of the department.
- Tasks and activities relating to review of material in various formats and use of computer require **eye/hand coordination**.
- Proofreading and editing of geological reports, maps and related materials require **exact results and precision**.

**Complexity**

- Work consists of a series of tasks or activities that are similar/related in terms of the skills and knowledge used and where the tasks are usually well defined.
- Required to keep abreast of trends and developments in the publishing industry to ensure a

current knowledge of publishing standards.

- Challenges/problems/issues can be addressed by referencing standards and discussing with colleagues and/or supervisor.

## RESPONSIBILITY

### Accountability and Decision-Making

- Work tasks and activities are moderately prescribed or controlled.
- Acts independently and must exercise discretion and judgement when dealing with staff and authors of documents to suggest revisions, additions and deletions to improve overall content. Assists with quality control through the printing process.
- Final reports, maps and related materials must be approved by supervisor prior to publication.

### Impact

- Impacts are felt internally within the immediate work area/department/government as well as externally with the general public. Resources affected include information, finances and corporate image. Work requires accuracy of information as well as presentation of material in accordance with publication standards.
- The consequences of a mistake or error can impact the above noted people and resources. The risk or consequences of an error is mitigated, however, by review of supervisor prior to publication.

### Development and Leadership of Others

- There is no supervision of staff but may oversee word processors and other staff to ensure proper camera-ready copy is completed.

## WORKING CONDITIONS

### Environmental Working Conditions

- Work is performed in an office environment with no typical adverse environmental conditions.