

California State Auditor

Duty Statement



Classification - Working Title:	Staff Services Manager I (Specialist) - Editor	
Position Number:	339-100-4800-900	Division: Audits
CBID:	E98	Designated Conflict of Interest Position: Yes ☒ No ☐
Employee Name:		
Position Description/Duties: Under the direction of the Audit Division Deputies, the Associate Editor of Publications (Specialist) provides expert-level edits for a variety of publications and other written material related to audits and investigations. Consults with auditors and investigators to assist them in preparing and revising reports, assists the Senior Editor with scheduling editorial services and workflow management, and coaches individual writers on ways to strengthen and refine their skills. Duties include, but are not limited to, the following:		
Job Functions - Essential (E) / Marginal (M) Functions:		
60% E	Editing Performs editing work of detailed and often sensitive and lengthy technical, audit and investigative reports and other office publications. Performs developmental editing, copy editing, and proofreading on audit and investigative reports and other written material to ensure that content is accurate, logical, clear, grammatical, and consistent with office style; consult with writers to revise documents. Works closely with teams in writing reports, and writes sections or an entire report when necessary.	
25% E	Training and Mentoring Coaches staff members to improve their writing abilities by working with individuals in the office's "Individual Writing Development Program." Acts as primary writing coach by evaluating the participant's writing samples, discussions and exercises; determines strengths and areas needing improvement, and develops exercises and practice opportunities that will bolster the writer's ability. Develops, delivers and follows up on Office writing training seminars to build writer's skills in sentence and paragraph structure, argument construction, and effective use of house style and associated resources.	
15% E	Consultation Attends meetings with staff and management to evaluate draft reports; assist and ensure the editing process runs smoothly for assigned workload. Answers questions from office staff regarding writing, editing, and proofreading and assist teams with the development and refinement of various elements of report drafts; assists with maintenance of the office's house style manual and propose updates to Senior Editor as needed.	
Supervision Received:	Reports directly to the Deputy State Auditor, Audits.	
Supervision Exercised:	None.	
Special Requirements:	None.	
Working Conditions:	- This position is eligible for participation in the office's hybrid telework program. Work at the alternate work location must be in California and conducted in a space that is ergonomically sound, private, distraction-free, and has safe working conditions to be eligible to telework. - Work performed in the office is in an air-conditioned high-rise building with elevator access and both natural and artificial lighting. - Work may require sitting for an extended period of time using a personal computer and the use of standard office equipment, such as phones, copiers or scanners. - Work may require periodic non-standard work hours and work during weekends to meet workload needs and demands.	
Position DS REV Date:	10/30/2025	

SIGNATURES

I have discussed the duties of the position with the employee.

Supervisor's signature

Date

By signing this document, I acknowledge that I have received, read, and understand the duties listed in the duty statement above and I can perform these duties with or without a reasonable accommodation. I understand that the duty statement is not considered an all-inclusive list of working requirements and that I may perform other duties as assigned within my classification. Duties of this position are subject to change and may be revised as needed or required.

Incumbent's signature

Date

Note: If a reasonable accommodation is necessary or you are unsure, please contact [Human Resources](#) to begin the interactive process.