

Web Editor Sample Performance Elements

Organizational (of office or specific) website(s) is managed effectively, as demonstrated by:

- 1) Design and maintain an internal site structure that is logical, orderly, and well documented;
- 2) Consistently keep the site's files and directories up-to-date and remove old or redundant files;
- 3) Consistently follow proper security procedures to ensure unauthorized users are unable to gain access to public servers e.g. using hard passwords and changing them on a consistent basis;
- 4) Develop and implement clear and comprehensive standard operating procedures that are readily accessible by others; and
- 5) Ensure that others are kept informed when there are changes in website operational procedures.

Prioritizations of requests for website updates are managed effectively, as demonstrated by:

- 1) Demonstrate good judgment in responding to requests based on the importance and sensitivity of requests as evidenced by few occurrences when supervisors must intervene to change priorities;
- 2) Consistently complete updates in a timely manner;
- 3) Adhere to the timing that is governs the posting sensitive information;
Establish and follow clear standards for the website publishing processes;
Proactively recommend quality control procedures and coordinates with others to ensure that new content has been appropriately cleared;
- 4) Independently ensure that all necessary documentation is accurate and complete and actions are compliant with law, regulation, or policy and supported at higher levels;
- 5) Independently keep abreast of new regulations/procedures and technologies and applies them to work assignments;
- 6) Maintain internal files on various actions as required that are readily accessible by others; and
- 7) Work products are consistently thorough, well organized, and reflect sound judgment.

[Maps to HHS Objectives 19]

Web Tools and Techniques are mastered, as evidenced by:

- 1) Demonstrate skill and in-depth knowledge of Web editing tools and techniques;
- 2) Understand how to work with a large variety of electronic files in different formats;
- 3) Expeditiously troubleshoot problems with display of content on a variety of browsers and different platforms;
- 4) Demonstrate knowledge of Web best practices in making decisions handling content and creating navigation; and
- 5) Demonstrate creativity in finding solutions in situations when conventional approaches are not effective.