

<b>CLASS TITLE:</b> Account Clerk 1	<b>CLASS NUMBER:</b> 16511	<b>BARGAINING UNIT:</b> 
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**EFFECTIVE DATE:**

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Posts variety of accounting transactions to ledgers, journals or cash books manually, electronically or mechanically (e.g., posting or accounting machine or data entry into computer) & makes necessary mathematical computations for posting & maintenance of records.

Reviews, codes & processes invoices, receipts, vouchers or other accounting documents (e.g., checks for mathematical accuracy, appropriate signatures, correct identification numbers & pertinent dates; checks &/or assigns appropriate program/activity codes; separates colored copies of accounting documents, sorts alphabetically, by date or by document title).

Files cards, invoices & vouchers; types & proofreads correspondence, statements & forms; orders & distributes office supplies; answers telephone inquiries; sorts & disperses mail; performs variety of clerical tasks related to account clerk activities.

Compiles & types variety of financial reports (e.g., weekly & annual reports on cash, budget, accounts receivable, accounts payable).

Assists in checking purchase orders, payrolls, time sheets, time cards, vendor checks, budgets & other accounting records & documents.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of bookkeeping; agency & state bookkeeping policies & procedures ; office practices & procedures; addition, subtraction, multiplication, division, fractions, percentages & decimals. Skill in operation of adding machine or calculator; operation of posting or accounting machine &/or automated computerized equipment . Ability to understand bookkeeping procedures; maintain accurate records; gather, collate & classify information about data, people or things; answer routine telephone inquiries.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

1 course or 3 mos. exp. in high school accounting or in accounting for bookkeepers offered by college; 1 course or 3 mos. exp. in operation of adding machine & calculator.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.



<b>CLASS TITLE:</b> Account Clerk 2	<b>CLASS NUMBER:</b> 16512	<b>BARGAINING UNIT:</b>
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**EFFECTIVE DATE:**

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Analyzes & processes expense reports, invoices, vouchers & other related materials, determines accuracy & validity & prepares vouchers, invoices & remittances for receipt & disbursement of funds (e.g., verifies mathematical accuracy, quantity of goods purchased & received, purchase price, applicable discounts & freight charges; reconciles discrepancies; verifies appropriation sources; matches invoices to delivery receipts & purchase orders; places invoices in recaps, determining total amount of recap & voucher numbers; verifies accuracy of money remitted against serial numbers of licenses sold on consignment) &/or prepares agency, institution or district bi-weekly payroll for submission to Auditor of State & Department of Administrative Services, Payroll Processing (e.g., verifies employees' bi-weekly payroll, sick, vacation, personal leave or leave without pay; calculates adjustments regarding reclassification, promotion, demotion, longevity, step increases, tax withholding, health care, retirement; calculates & updates employee service time; verifies & computes retroactive pay due to court decisions, errors in prior payrolls or legislation) &/or prepares purchase orders & encumbrances &/or handles inventory control & asset depreciation; or act as county/yard timekeeper (e.g., processes activity reports, payroll, overtime rosters, inventory, equipment usage & related records which detail operational activities for assigned county or yard), completes hardcopy &/or operates personal computer/video display terminal to compile &/or generate reports for use in management of county/yard operations (e.g., safety, activity, fuel, equipment maintenance, daily road condition & budget reports; purchase order balances; daily salt, grit & calcium chloride balance; computer report generation).

Posts, updates & balances ledgers & journals for internal accounts (e.g., posts purchase orders, encumbrance documents, transfers, cancellations & vouchers payable; posts receipt of various types of funds such as general revenue appropriations, rotary funds or grants; balances accounts on daily/weekly/monthly basis; reconciles internal accounts with auditor & state accounting); verifies actual inventory against auditing report & identifies any discrepancies; assists in training of lower-level account clerks.

Completes forms which report inventory levels (e.g., plant haul, receiving-tickets, transfer tickets & materials used forms; orders office supplies; notifies supervisor of low inventory level), verifies materials/ parts against activity report & performs physical inventory; gathers & compiles material for financial reports; prepares bi-weekly, monthly, quarterly &/or annual reports on accounts maintained.

Performs variety of related clerical tasks (e.g., opens & sorts mail; composes & edits correspondence relative to assigned work; maintains files; operates equipment to generate typed reports & correspondence; answers telephone inquiries; greets customers; responds to or refers complaints; answers general inquiries within established guidelines); operates two-way radio & maintains log of all radio calls; forwards emergency calls from state & local authorities (e.g., accidents, debris, fallen trees; hazardous spills) to appropriate personnel; dispatches crews during emergency situations as directed by supervisor; attends training.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of bookkeeping; agency & state bookkeeping policies & procedures ; office practices & procedures; addition, subtraction, multiplication, division, fractions, percentages & decimals; inventory control . Skill in operation of adding machine, calculator &/or video display terminal or other automated computerized equipment (e.g., personal computer); operation of two-way radio . Ability to prepare & maintain meaningful, concise & accurate reports; deal with variety of variables in somewhat unfamiliar context; gather, collate & classify information about data, people or things; answer routine inquiries; work alone on most tasks.



**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

2 courses or 6 mos. exp. in high school accounting or accounting for bookkeepers offered by college; 1 course or 3 mos. exp. in operation of adding machine & calculator; 6 mos. additional exp. in bookkeeping.

-Or 10 mos. exp. as Account Clerk 1, 16511.

Note: Positions for county/yard timekeeper, in Ohio Department of Transportation, also require 12 mos. trg. or 12 mos. exp. in operation of personal computer; 6 mos. trg. or 6 mos. exp. in inventory control.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.



<b>CLASS TITLE:</b> Account Clerk 3	<b>CLASS NUMBER:</b> 16513	<b>BARGAINING UNIT:</b> .
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**EFFECTIVE DATE:**

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Keeps most complex budget accounts & auxiliary records & performs all necessary computations (e.g., third party reimbursements, federal grants, draw-downs, capital improvements, operational accounts).

Analyzes accounts, expenditures & financial reports for purposes of determining preliminary budget projections; analyzes accounts to assign credit available for consignment of forms; analyzes separate accounts for account balance, account consistency & account impact on total system balance.

Maintains general books of accounts; assists in maintaining general ledgers & in preparing financial statements & reports.

Provides training & guidance to new account clerks in maintenance of accounts, preparation of payrolls, invoices, vouchers & related documents; performs variety of clerical functions associated with account clerk activities.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of bookkeeping; agency & state bookkeeping system, office practices & procedures; addition, subtraction, multiplication, division, fractions, percentages & decimals; supervisory principles/techniques. Skill in operation of adding machine or calculator or other electronic computerized equipment. Ability to define problems, collect data, establish facts & draw valid conclusions; understand bookkeeping procedures & apply principles to solve practical problems; prepare meaningful, concise & accurate reports.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

2 courses or 6 mos. exp. in high school accounting or accounting for bookkeepers offered by college; 1 course or 3 mos. exp. in operation of adding machine & calculator; 12 mos. additional exp. in bookkeeping.

-Or 18 mos. exp. as bookkeeper in private sector or other governmental sector.

-Or 6 mos. exp. as Account Clerk 2, 16512.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.



<b>CLASS TITLE:</b> Administrative Assistant 3	<b>CLASS NUMBER:</b> 63123	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**  
12/07/1997

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Acts for administrator (e.g., responds to programmatic issues/ needs of staff; leads/monitors task forces; plans, writes & implements departmental goals), serves as liaison between administrator & subordinates, transmits decisions & directives, represents administrator at meetings & conferences, assumes responsibility & authority in administrator's absence, interviews, hires, & counsels employees, manages office & auxiliary functions (e.g., maintenance, security, public information, personnel) & formulates & implements program policy, or does all of preceding & supervises assigned staff (i.e., clerical &/or lower-level administrative personnel).

Analyzes & evaluates programs, procedures & policies; provides technical advice to aid administrators in decision making.

Develops & coordinates public relations programs; researches & responds to inquiries & complaints; furnishes information & explains programs to public, legislators & news media; writes position papers & reports; makes speeches & gives lectures; prepares news releases.

Manages business function of administrator's office; prepares & administers budgets; establishes & oversees maintenance of fiscal controls; authorizes expenditures & purchases; develops & implements recruitment & training programs; develops & administers special programs & projects; prepares important documents, correspondence, directives & publications.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of supervisory principles/techniques; business administration, management science or public administration; public relations; employee training & development; interviewing; public accounting. Ability to gather, collate & classify information about data, people or things; define problems, collect data; establish facts & draw valid conclusions; deliver speeches before government officials & general public; write, letters, papers & reports; handle sensitive telephone & face-to-face inquiries & contacts with general public; interview job applicants to determine work best suited to them.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in business administration, management science or public administration; 2 yrs. trg. or 2 yrs. exp. in supervisory, administrative &/or managerial position. -Or completion of undergraduate core program in academic field commensurate with program area to be assigned per approved Position Description on file; 2 yrs. trg. or 2 yrs. exp. in supervisory, administrative &/or managerial position or staff position involving planning, research &/or policy/procedure development. -Or 4 yrs. trg. or 4 yrs. exp. in business administration management science or public administration. -Or 1 yr. exp. as Administrative Assistant 2, 63122. -Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.



<b>CLASS TITLE:</b> Administrative Assistant 4	<b>CLASS NUMBER:</b> 63124	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**  
12/07/1997

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Acts for administrator (e.g., provides program direction for staff; administers statewide agency programs; insures compliance with state & federal program requirements; advocates for legislation to enhance services/ programs related to assigned speciality), provides regular direction to division heads & other staff members, conducts staff meetings to discuss & execute policies & procedures, reviews proposals of division heads & other staff members & makes recommendations to administrator, assumes full responsibility & authority in administrator's absence, plans, directs & appraises work of administrator's office staff, including clerical & lower-level administrative employees, manages office auxiliary functions (e.g., maintenance, security, public information, personnel) & formulates & implements program policy, or does all of preceding & supervises assigned staff (i.e., clerical &/or lower-level administrative personnel).

Analyzes & evaluates programs, procedures & policies; develops & revises programs; provides technical advice to aid administrator in decision making.

Prepares & directs preparation of correspondence, reports, policy statements, legislative drafts; provides information on programs & policies to private organizations, government officials & general public.

Coordinates & monitors personnel & fiscal services of administrative unit; oversees & assists with budget preparation & administration; orients & counsels new professional personnel; identifies staff training needs.

Represents administrator at meetings & conferences with state, federal & community agencies; speaks for administrator on policy matters.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of business administration, management science or public administration; supervisory principles/techniques; public relations; employee training & development; budgeting. Ability to define problems, collect data, establish facts & draw valid conclusions; develop complex reports & position papers; handle sensitive face-to-face contacts with public & government officials; establish friendly atmosphere as supervisor of work unit.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

- Completion of undergraduate core program in business administration, management or public administration; 36 mos. trg. or 36 mos. exp. in supervisory, administrative &/or managerial position.
- Or completion of undergraduate core program for academic field of study commensurate with program area to be assigned per approved Position Description on File; 36 mos. trg. or 36 mos. exp. in supervisory, administrative, managerial &/or staff position involving planning, research &/or policy/procedure development.
- Or 5 yrs. trg. or 5 yrs. exp. in business administration, management or public administration.
- Or 1 yr. exp. as Administrative Assistant 3, 63123.
- Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.



SECRETARY OF STATE  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**

Administrative Secretary

**SERIES NO.:**

1681S

**MAJOR AGENCIES:**

Secretary of State only

**EFFECT. DATE:**

03/02/1997

**SERIES PURPOSE:**

The purpose of the administrative secretary occupation is to perform complex secretarial duties and administrative tasks in order to assist administrator in management of office functions.

**CLASS TITLE:**

Administrative Secretary

**CLASS NUMBER:**

16811S

**EFFECTIVE DATE:**

03/02/1997

**CLASS CONCEPT:**

The full performance level class works under general supervision and requires thorough knowledge of clerical and office functions in order to assist administrator.



<b>CLASS TITLE:</b> Administrative Secretary	<b>CLASS NUMBER:</b> 16811S	<b>BARGAINING UNIT:</b> 40
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**EFFECTIVE DATE:**  
03/02/1997

**JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)**

Performs complex secretarial duties; transcribes dictation; types variety of complex & confidential materials; maintains administrator's appointment schedule; makes travel arrangements; establishes & maintains record keeping system.

Researches & analyzes materials, information & programs; prepares reports & provides information to aid administrator in decision making & to assist with development of new procedures & programs; serves as liaison between administrator & other agencies, general public & staff; transmits decisions & directives & provides information; represents administrator at meetings & conferences.

Manages business functions of administrator's office; maintains fiscal records & prepares reports; purchases supplies & equipment & processes bills for payment.

Works on special assignments & projects as directed; performs clerical tasks (e.g., receives, opens, logs, distributes incoming mail; answers phone & screen calls; greets & directs visitors; photocopies; faxes; prepares materials for mailing); prepares routine forms.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of English, grammar & composition; administrative practices & procedures\*; office practices & procedures; government structure & process; public relations; budgeting; agency regulations, policies & procedures\*. Skill to operate dictation/transcription equipment; typewriter &/or word processing equipment. Ability to deal with problems involving several variables in somewhat unfamiliar context; apply principles to solve practical, everyday problems; write routine business letters & records; gather, collate & classify information about data, people or things; move fingers easily to perform manual functions repeatedly; assess questions & provide appropriate information or referral.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

10 courses in secretarial science or its equivalent or 1 year experience; 300 hours training in public relations or 3 months experience; typing skill of 60 words per. minute.

-Or equivalent of minimum class qualifications for employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.



STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<b>CLASSIFICATION SERIES:</b> Administrative Secretary	<b>SERIES NO.:</b> 1681
	<b>MAJOR AGENCIES:</b> Attorney General only	<b>EFFECT. DATE:</b> 01/01/1980

**SERIES PURPOSE:**

The purpose of the administrative secretary occupation is to perform complex secretarial duties and to assist administrator in management of office functions.

**CLASS TITLE:**

Administrative Secretary

**CLASS NUMBER:**

16811

**EFFECTIVE DATE:**

01/01/1980

**NEW EFFECTIVE DATE:**

06/24/1991

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires thorough knowledge of clerical & office functions in order to assist administrator.



<b>CLASS TITLE:</b> Administrative Secretary	<b>CLASS NO.:</b> 16811	<b>BARG. UNITS:</b> 045
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**EFFECTIVE DATE:**  
01/01/1980

**NEW EFFECTIVE DATE:**  
06/24/1991

**JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)**

Performs complex secretarial duties; takes & transcribes dictation using shorthand or machine; types variety of complex & confidential materials; maintains administrator's appointment schedule; makes travel arrangements; establishes & maintains record keeping system.

Acts for administrator; serves as liaison between administrator & other agencies, general public & subordinates; transmits decisions & directives & provides information; represents administrator at meetings & conferences; assumes responsibility in administrator's absence.

Manages business functions of administrator's office; maintains fiscal & personnel records & prepares reports; purchases supplies & equipment & processes bills for payment; participates in budget preparation; interviews, trains & oversees workflow of clerical personnel.

Researches & analyzes materials, information & programs; prepares reports & provides information to aid administrator in decision making & to assist in development of new procedures & programs; works on special assignments & projects as directed.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of office management; office practices & procedures; government structure & process; public relations; budgeting; bookkeeping; inventory control; management. Skill in typing; shorthand or operation of dictating machine. Ability to transcribe dictation; make appointments; write routine business letters; gather, collate, & classify information; define problems, collect data, establish facts & draw valid conclusions; handle sensitive contacts with public & government officials.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

10 courses in secretarial science or its equivalent (or 1 yr. exp.); 300 hrs. training in public relations (or 3 mos. exp.); typing skill of 60 words per minute.

Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.



STATE OF OHIO (DAS)  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**

Business Analyst

**SERIES NO.:**

6271

**MAJOR AGENCIES:**

Job & Family Services only

**EFFECTIVE DATE:**

03/07/2004

**SERIES PURPOSE:**

The purpose of the business analyst series is to provide program technical assistance to information technology professionals during one, multiple or all phases of an assigned process automation project, and remain current in changes in program policies pertinent to assigned process automation project. However, business analysts employees do not write/program code.

Employees provide information to assist during the inception (i.e., development of the scope and outline of the general requirements) of a process automation project, and/or review the design documents (i.e., general systems design document and detail design document that describe all of the system inputs and outputs) created by the information technology personnel for a given process automation project, and/or write and execute test scripts, and/or assist in conversion of data from old to new system if current system exists, and/or assist in implementation of new or enhanced system with affected entities, and/or provide help desk customer service, with any of the preceding performed as the affected program expert.

For professional information technology positions involved in development, testing, conversion, implementation, maintenance, and/or help desk customer service, see classifications assigned to 64100 group and 67100 group.

**GLOSSARY**

The terms listed below are to be interpreted as follows whenever they appear in the text of the classification specification.

**Data conversion:** This phase of a process automation project involves the translation of all data (e.g., demographics, statistics, performance requirements, standards, & outcomes) that resides in the affected entities from the current system to the proposed system. During this phase, employees meet/interface with and offer program technical assistance to the executive, management and/or supervisory personnel of the affected entities to assist in determining the application of tools (i.e., automated or manual), and to project future needs (e.g., anticipated &/or improved automation). Depending upon the system and method of operation, required staffing levels and other resources required to implement the proposed system may be examined.

**Help Desk Customer Service:** This phase of a process automation project occurs after the implementation of a new or enhanced system. Employees field policy and technical questions from users in the affected entities by telephone, in writing or electronically. The employees will research inquiries/complaints to determine if a user has erred in operating the system and advise on proper operation, or write a technical incident report if a technical problem with the system exists to be resolved by an information technology professional, or determine if the system requires a major policy fix, and prepare and issue release notes, bulletins and other informational/instructional materials to the users.

**Human Services:** Multifaceted family support and workforce development program and/or service provided by Ohio Department of Job and Family Services or by one of its state or local partners.

**Implementation:** This phase of a process automation project involves moving an automated system into production use by the affected entities. During this phase, employees will write user documentation regarding the operation of the new system, will train personnel in affected entities in use of new system, assist entities in seeing how the system fits with their current work flows, market the benefits of using new system, provide feedback to entities, and provide any other required assistance to help the personnel of the affected entities make the transition to the new or enhanced system.

**System Tests:** This phase of a process automation project involves testing the system to verify whether the system outputs are those which were expected. During this phase, the employees will build, back-up and/or restore data bases, run job control language batch jobs, verify codes provided by information technology professionals, write and execute test scripts/scenarios to ensure the outputs are what were expected, analyze unexpected results and determine whether they are correct, and insert edits. At no time should an employee be assigned to write code or assume the writing of program code.

**Technical Assistance to Information Technology Professionals:** During the inception phase, scope and requirements are determined and outlined in the system requirements document. During the inception phase, employees will examine/monitor the federal and/or state laws, rules and regulations and translate them into understandable language for use by information technology professionals, and travel to the affected entities to identify and discuss operational



problems, what the users want the system to do, needed training, and recommended solutions to be considered. During the design phase, employees review the general design document and the detailed design document that were developed by the information technology professionals to provide input to help tailor the proposed system for use by affected entities. The employees will physically sketch the needed products such as how the individual screens should look, alerts, client notices, reports, forms, and other physical items that will be generated by a user to ensure compliance with federal and/or state mandates for a given human service program and to accommodate the business work flows of the affected entities.

**CLASS TITLE:**  
Business Analyst

**CLASS NUMBER:**  
62711

**EFFECTIVE DATE:**  
03/07/2004

**CLASS CONCEPT:**

The full performance level class works under general direction and requires considerable knowledge of human services, federal & state laws, policies & procedures mandated to carry out provisions of given human services program, public/human relations, interviewing/facilitation, & technical writing in order to provide program technical assistance to information technology professionals in developing scope & requirements outlined in system requirements document &/or review design documents created by information technology professionals, &/or conduct system tests to ensure expected output, &/or assist in data conversion if current system exists, &/or assist in implementation of new/enhanced system with affected entities, &/or provide help desk customer service for assigned process automation project & in addition, keep abreast of changes in program policies pertinent to assigned process automation project. Note: Employee may be involved in one, multiple or all phases of assigned process automation project (e.g., SETS - Support Enforcement Tracking System; ICMS - Integrated Client Management System; SACWIS - State Automated Child Welfare System; FACWIS - Federal Automated Child Welfare System; CRIS-E - Client Registry Information System-Enhanced, or other computer system).



**CLASS TITLE:**  
Business Analyst

**CLASS NUMBER:**  
62711

**BARGAINING UNIT:**  
12

**EFFECTIVE DATE:**  
03/07/2004

**JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)**

Performs any one, multiple or all of following: provides program technical assistance to information technology professionals in developing scope & requirements outlined in system requirements document, &/or in reviewing design documents developed (e.g. general design document; detail design document) by information technology professionals, &/or conducts system tests to ensure expected outcomes, &/or assists in data conversion if current system exists, &/or assists in implementation of new system with affected entities, &/or provides help desk customer service for assigned system,

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Remains current in changes in program policies pertinent to assigned process automation project.

Participates in &/or supplies technical solutions to meet federal requirements (e.g., test deck certification; audit); monitors entities to ensure readiness &/or compliance & assists in preparing corrective action steps; participates in development/revision of program policy & procedures.

Performs related duties as assigned (e.g., attends staff meetings, conferences & training; compiles & generates narrative & statistical reports &/or presentations; maintains logs & files; responds to inquiries from citizens, federal & state legislators, client advocacy groups & other interested parties); participates on special projects.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of human services program delivery pertinent to assigned process automation project; federal &/or state laws, rules, regulations & best practice scenarios for human services program delivery pertinent to assigned process automation project; public speaking; technical writing; interviewing/facilitation; job control language\*. Skill in operation of personal computer & software programs (e.g., paradox; oracle; quattro pro; word perfect). Ability to define unusual problems, collect data, establish facts & draw complex/technical conclusions; read & comprehend legislative or policy-related materials; create &/or edit technical/instructional materials to be presented in print or oral form to variety of human services personnel; handle routine & sensitive contacts with governmental &/or business officials, &/or general public; work independently or as part of team.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core coursework or 2 years exp. in social or behavioral science, pre-medicine, business administration, public administration, human services as defined in series purpose, or comparable field (note: this required education and/or experience shall not be applied to satisfy one of the following), operating personal computer & using office system software, that is Microsoft word, word perfect, paradox, oracle, quattro pro, excel, power point or like software package.

- Or for Integrated Client Management Systems (ICMS) positions, requires 24 mos. recent exp. (i.e., within last 5 years) that provided understanding of basic business work flows in county department of human services, child support enforcement agencies &/or children services agencies that were required to follow policies & procedures mandated by Ohio Department of Job & Family Services & using human services legacy system such as CRIS-E, FACSIS, Medicaid Management Information System (MMIS) &/or SETS; 6 mos. trg. or 6 mos. exp. in operating personal computer & using office system software, that is Microsoft word, word perfect, paradox, oracle, quattro pro, excel, power point or like software package.

- Or for State Automated Child Welfare System (SACWIS) positions, requires 24 mos. recent exp. (i.e., within past 5 years) in delivery of human services that included explaining & applying child protective services laws, policies & procedures mandated by Ohio Department of Job & Family Services & using human services legacy system such as CRIS-E, FACSIS, Medicaid Management Information Systems (MMIS), &/or SETS; 6 mos. trg. or 6 mos. exp. in operating personal computer & using office system



software, that is Microsoft word, word perfect, paradox, oracle, quattro pro, excel, power point or like software package.

And in addition, must meet one of the following, whichever is pertinent to process automation project to be assigned:

For client registry information system - enhanced (CRIS-E) positions, requires 24 mos. recent exp. (i.e., within past 5 years) in delivery of human services that included explaining & applying public assistance laws, policies & procedures mandated by Ohio Department of Job & Family Services & using CRIS-E &/or SETS computer systems; 6 mos. trg. or 6 mos. exp. in

- Or for Support Enforcement Tracking System (SETS) positions, requires 24 mos. recent exp. (i.e., within past 5 years) in delivery of human services that included explaining & applying child support laws, policies & procedures & child support iv-d regulations mandated by Ohio Department of Job & Family Services & using CRIS-E &/or SETS computer systems; 6 mos. trg. or 6 mos. exp. In operating personal computer & using office system software, that is Microsoft word, word perfect, paradox, oracle, quattro pro, excel, power point or like software package.

- Or for position involving process automation project for another computer system, requires 24 mos. recent exp. (i.e., within past 5 years) in delivery of human services that included explaining & applying laws, policies & procedures mandated by Ohio Department of Job & Family Services that are pertinent to business work flows for which computer system is being designed & using human services legacy system such as CRIS-E, FACSIS, Medicaid Management Information Systems (MMIS), &/or SETS; 6 mos. trg. or 6 mos. exp. In operating personal computer & using office system software, that is Microsoft word, word perfect, paradox, oracle, quattro pro, excel, power point or like software package. Note: This option requires the employing agency to develop and have position specific minimum qualifications approved by the Ohio Department of Administrative Services.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May require travel that may include overnight stay.



STATE OF OHIO (DAS)  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**

Clerk

**SERIES NO.:**

1211

**MAJOR AGENCIES:**

All Agencies

**EFFECTIVE DATE:**

**SERIES PURPOSE:**

The purpose of the clerical occupation is to support administrators &/or professionals by performing clerical tasks to ensure delivery of product or service of work unit on a day-to-day basis.

The levels of the series are distinguished by the complexity of the task, the number of variables involved, the specialization of procedures & the amount of independence exercised by the incumbent.

The series does not include clerical positions whose primary duties are preparing, processing & maintaining accounting records (see Account Clerk series).

Note: This series may be used within agency/institution &/or in community setting.

**CLASS TITLE:**

Clerk 1

**CLASS NUMBER:**

12111

**EFFECTIVE DATE:**

04/21/1991

**CLASS CONCEPT:**

The entry level class works under immediate supervision & requires some knowledge of clerical systems & procedures in order to perform basic repetitive clerical tasks involving few variables (i.e., incumbents are not free to make work procedural decisions).

**CLASS TITLE:**

Clerk 2

**CLASS NUMBER:**

12112

**EFFECTIVE DATE:**

04/21/1991

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires working knowledge of clerical systems & procedures in order to perform general clerical tasks involving several variables (i.e., incumbents are free to make some work procedural decisions which do not contravene policies).

**CLASS TITLE:**

Clerk 3

**CLASS NUMBER:**

12113

**EFFECTIVE DATE:**

04/21/1991

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of clerical systems & procedures in order to perform specialized clerical tasks (i.e., requiring use of multiple computations, cross referencing data or variety of other procedures where absolute accuracy is required) or serve as lead worker (i.e., provide work direction & training) & perform specialized clerical tasks (i.e., requiring use of multiple computations, cross referencing data or variety of other procedures where absolute accuracy is required).



**CLASS TITLE:**  
Clerical Supervisor

**CLASS NUMBER:**  
12115

**EFFECTIVE DATE:**  
06/22/1990

**CLASS CONCEPT:**  
The supervisory level class works under direction & requires thorough knowledge of clerical systems & procedures in order to supervise clerical workers in unit.



<b>CLASS TITLE:</b> Clerk 1	<b>CLASS NUMBER:</b> 12111	<b>BARGAINING UNIT:</b> 09
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**EFFECTIVE DATE:**  
04/21/1991

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Performs basic, repetitive clerical tasks (i.e., incumbents are not free to make work procedural decisions) (e.g., picks up, opens, stamps, sorts, distributes & sends out mail; counts, alphabetizes, separates, collates, codes, sorts, logs, staples &/or stuffs mail, forms, correspondence &/or filed information; files correspondence, reports, records, cards, documents or other materials; retrieves files for requested information or materials; makes minor additions, deletions & adjustments to filed information or other materials; picks up & distributes materials; hand addresses mail; answers telephone & takes messages or refers calls; photocopies; greets visitors).

Performs other related duties (e.g., types various materials, operates video display terminal to enter & retrieve data, operates word processing equipment &/or personal computer).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of office practices & procedures\*; addition & subtraction; public relations\*. Ability to deal with problems involving few variables within familiar context; read, copy & record figures; read short sentences with concrete vocabulary; copy records precisely without error; sort mail; arrange items in numerical or alphabetical order; sort items into categories according to established methods; code items from one symbolic form to another; move limbs/fingers easily to perform manual functions; assess questions & provide appropriate information or referral; cooperate with co-workers on group projects.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition & subtraction & in reading, writing & speaking common English vocabulary.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.



<b>CLASS TITLE:</b> Clerk 2	<b>CLASS NUMBER:</b> 12112	<b>BARGAINING UNIT:</b> 09
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**EFFECTIVE DATE:**  
04/21/1991

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Performs general clerical tasks (i.e., incumbents are free to make some work procedural decisions which do not contravene policies) (e.g., processes financial &/or budgetary statements, purchase orders &/or billings; logs, checks &/or computes totals &/or makes changes in filed data by adding, adjusting &/or deleting materials; researches files for data or information requested; makes corrections to filed data; logs & codes data; maintains files by purging, consolidating or creating files; provides preliminary contact with public; provides information; completes routine forms; maintains accurate records).

Performs basic clerical tasks (e.g., picks up, opens, stamps, sorts, distributes &/or sends out mail; does copy work; counts, alphabetizes, separates, collates, codes, sorts & distributes materials; photocopies; greets visitors, answers telephone, takes messages &/or refers calls).

Performs other related duties (e.g., types various materials, operates video display terminal to enter & retrieve data, operates word processing equipment &/or personal computer).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of agency regulations, policies & procedures\*; addition, subtraction, multiplication & division; office practices & procedures; public relations. Skill in use of calculator &/or adding machine\*. Ability to deal with problems involving several variables within familiar context; read, copy & record figures; read short sentences with concrete vocabulary; copy records precisely without error; arrange items in numerical or alphabetical order; sort items into categories according to established methods; code items from one symbolic form to another; check pairs of items that are similar or dissimilar; sort mail; move limbs/fingers easily to perform manual functions repeatedly; assess questions & provide appropriate information or referral; cooperate with co-workers on group projects.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition, subtraction, multiplication & division & in reading, writing & speaking common English vocabulary; 4 mos. trg. or 4 mos. exp. in office practices & procedures; 3 mos. trg. or 3 mos. exp. in public relations.

-Or 4 mos. exp. as a Clerk 1, 12111.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.



<b>CLASS TITLE:</b> Clerk 3	<b>CLASS NUMBER:</b> 12113	<b>BARGAINING UNIT:</b> 09
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**EFFECTIVE DATE:**

04/21/1991

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

A - Performs specialized clerical tasks (i.e., requiring use of multiple computations, cross referencing data & variety of other procedures) (e.g., searches records, gathers & organizes data, information & summarizes in preliminary reports; reviews payrolls; checks accuracy, clarifies discrepancies & certifies final data; mathematically checks tax returns; checks time data &/or equipment & material used; prepares files for legal or medical action & compiles information for use by professionals in preparing reports of legal or medical action; answers telephone, screens calls, provides information; assists public to complete forms).

OR

B - Serves as lead worker by providing work direction & training to clerical personnel in unit on daily basis or on shift or at office where no higher level direct supervisor/manager is located & performs specialized clerical tasks requiring use of multiple computations, cross referencing data & variety of other procedures (e.g., searches records, gathers & organizes data, information & summarizes in preliminary reports; reviews payrolls, checks accuracy, clarifies discrepancies & certifies final data; mathematically checks tax returns; checks time data &/or equipment & material used; prepares files for legal or medical action & compiles information for use by professionals in preparing reports of legal or medical action; answers telephone, screens calls, provides information; assists public to complete forms).

Manages office records &/or files (e.g., sets up, maintains, verifies, records information into individual files).

Performs general clerical tasks (e.g., orders & inventories supplies; files; greets visitors; photocopies; completes routine forms; maintains accurate records).

Performs other related duties (e.g., types various materials, operates video display terminal to enter & retrieve data, operates word processing equipment &/or personnel computer).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of agency regulations, policies & procedures\*; public relations; office practices & procedures; employee training & development\*; addition, subtraction, multiplication, division, fractions, percentages & decimals. Skill in use of calculator &/or adding machine. Ability to deal with problems involving several variables within familiar context; apply principles to solve practical, everyday problems; read, copy & record figures; read short sentences with concrete vocabulary; copy records precisely without error; gather, collate & classify information about data, people or things; move fingers easily to perform manual functions repeatedly; assess questions & provide appropriate information or referral; cooperate with co-workers on group projects.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions, percentages & decimals & in reading, writing & speaking common English vocabulary; 8 mos. trg. or 8 mos. exp. in office practices & procedures; 4 mos. trg. or 4 mos. exp. in using calculator &/or adding machine; 3 mos. trg. or 3 mos. exp. in public relations.

-Or 4 mos. exp. as Clerk 2, 12112.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May require travel to community site under contract with Department of Mental Health.



<b>CLASS TITLE:</b> Clerical Supervisor	<b>CLASS NUMBER:</b> 12115	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**

06/22/1990

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises clerical employees (e.g., distributes work; monitors work progress; trains new employees in job function; conducts personnel reviews; interviews &/or selects applicant; develops &/or distributes instructions; ensures prescribed procedures are followed; keeps daily production records).

Performs clerical tasks (e.g., receives, opens, logs, distributes mail; answers phone; maintains files and retrieves information).

Performs administrative tasks (e.g., gathers data for reports; keeps attendance, responds to correspondence).

Performs tasks of unit supervised (e.g., reviews claims; reviews tax returns; schedules hearings; maintains audit files; balances cash receipts; answer phone inquiries concerning personnel actions; refers applicants to employers; verifies purchase orders; processes applications; composes journal entries).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of supervisory principles/techniques\*; office practices & procedures; departmental/agency regulations, policies, procedures\*; employee training and development. Skill in use of calculator &/or adding machine. Ability to deal with problems involving several variables within familiar context; gather, collate & classify information about data, people or things; write meaningful, concise & accurate reports; move fingers easily to perform manual functions repeatedly; assess questions to provide appropriate information or referral.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

16 mos. trg. or 16 mos. exp. in office practices & procedures; 6 mos. trg. or 6 mos. exp. in employee development & training; 12 mos. trg. or 12 mos. exp. in using calculator &/or adding machine.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.



<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>
Computer Operator 1	12370		

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Learns to operate & monitor mainframe computer (multiple in Department of Administrative Services) &/or microcomputer hardware system & peripheral equipment (e.g., tape or disk drives, high speed laser printers, impact printers, automated library systems, mixed media storage, state-of-art peripherals, decollators/bursters), learns to identify, correct &/or repair minor system problems (e.g., tape errors, simple hardware malfunctions), mounts computer tapes &/or disks & assists in back-up &/or recovery of system data.

Learns to interpret job-control or report-generating computer language in order to schedule & submit operations or print production jobs/data runs; cleans & maintains peripheral computer equipment; labels & logs tapes; bursts &/or decollates print jobs by hand or by machine & distributes to appropriate office; reads manuals regarding equipment operation & system procedures; maintains records of computer &/or printing activities; retrieves & files tapes in absence of data librarian as necessary.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of mainframe computer &/or microcomputer operating system/procedures; job control or report-generating computer language; addition, subtraction, multiplication, division, percentages, decimals. Skill in operation of computer terminal & peripheral computer equipment (e.g., tape drives, high speed laser printers, bursters, automated library systems, mixed media storage, state-of-art peripherals). Ability to deal with problems involving few variables within familiar context; complete routine forms; lift up to 65 lbs. of paper, tapes &/or equipment repeatedly; move limbs/fingers easily to perform manual functions.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition, subtraction, multiplication, division, percentages & decimals; 3 mos. trg. or 3 mos. exp. in operation of computer terminal & peripheral computer equipment (e.g., tape drives, high speed laser printers, bursters, automated library systems, mixed media storage, state-of-art peripherals, or print services).

Note: In Department of Administrative Services only, employees are to be automatically reassigned to Computer Operator 2, 12371 upon completion of probationary period & Ohio Data Network print services continuing recertification process.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May be exposed to continuous loud noise; may work evening or night shift; may work weekends &/or holidays; may be on-call 24 hours/day, 7 days/week. In Department of Administrative Services, must work as essential employee, successfully pass state highway patrol personal background check & agree to & sign DAS Computer Services' code of responsibility for security & confidentiality of data files & safeguarding of state assets form.



<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>
Computer Operator 2	12371		

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Operates & monitors mainframe computer (multiple in department of administrative services) &/or microcomputer hardware system, initiates procedures to start, back-up, save, restore &/or shut down computer files or system, mounts computer tapes &/or disks, mounts computer forms onto printer, operates computer terminal & peripheral computer equipment (e.g., tape drives, high speed laser printers, automated library systems, mixed media storage, state-of-art peripherals, decollators, bursters), identifies, corrects &/or repairs minor system problems (e.g., tape errors, simple hardware malfunctions, paper jams) & notifies appropriate personnel when major problems are detected.

Learns to perform complex computer operation functions (e.g., operates Ohio Data Network help desk, storage services, or print services system console; identification & correction of major system problems such as printer communication, installation, network or teleprocessing or print system break downs or system outages; installs teleprocessing applications into operating system); schedules & submits computer or print production jobs/data runs utilizing job control or report-generating computer language; cleans & maintains peripheral computer equipment; assembles &/or distributes computer print outs/reports; maintains records of operation activities; assists in training lower-level operators; reads manuals regarding equipment operation & system procedures.

Provides information &/or training to on-line or batch users; confers with programmers regarding computer operations or print jobs; coordinates work with production control &/or other computer units; retrieves & files tapes in absence of data librarian as necessary.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of mainframe computer &/or microcomputer operating system/procedures; computer science or data processing, job control or report-generating computer language. Skill in operation of computer terminal & peripheral computer equipment (e.g., tape drives, high speed laser printers, impact printers, automated library systems, mixed media storage, state-of-art peripherals, bursters, decollators, microfiche recorders/duplicators). Ability to deal with problems involving several variables of specialized nature; use diagnostic software (e.g., Netview, IMS, TSO, Flasher) to resolve computer problems; stand, walk or bend continuously; lift up to 65 lbs. of tapes, paper &/or equipment; move limbs/fingers easily to perform manual functions repeatedly.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

9 mos. trg. or 9 mos. exp. in operation of mainframe computer &/or microcomputer terminal & peripheral computer equipment (e.g., tape drives, high speed laser printers, automated library systems, mixed media storage, state-of-art peripherals, bursters); 1 course or 3 mos. exp. in job control or report-generating computer language; 1 course or 3 mos. exp. in computer operating systems/procedures.

-Or 6 mos. exp. as Computer Operator 1, 12370.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

In Department of Administrative Services, Computer Services Division - Ohio Data Network print services, employees are to be automatically reassigned to Computer Operator 3, 12372 upon successful completion of continuing recertification process - two complete cycles.

**UNUSUAL WORKING CONDITIONS:**

May be exposed to continuous loud noise; may work evening or night shift; may work weekends &/or holidays; may be on-call 24 hours/day, 7 days/week. In Department of Administrative Services must work as essential employee, successfully pass state highway patrol personal background check & agree to & sign DAS Computer Services' code of responsibility for security & confidentiality of data files & safeguarding of state assets form.



<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>
Computer Operator 3	12372		

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Performs complex mainframe computer (multiple in Department of Administrative Services) &/or microcomputer console operation functions (e.g., operates Ohio Data Network help desk, storage services, or print services system console; operates remote job entry site 'help desk' as chief operator; identification & correction of major system & hardware problems such as printer communication, installation, network or teleprocessing or print system breakdowns or system outages; installs teleprocessing applications into operating system), initiates procedures to start, back-up, save, restore &/or shut down computer files or systems & loads controlling devices &/or other operating software into system.

Operates computer terminal & peripheral computer equipment (e.g., tape drives, high speed laser printers, impact printers, automated library systems, mixed media storage, state-of-art peripherals, decollators, bursters); mounts computer tapes &/or disks; mounts computer forms on printers; identifies, corrects &/or repairs minor system problems (e.g., paper jams, tape errors, simple hardware malfunctions) & contacts appropriate vendor or engineer when major problems are detected; schedules & submits computer or print production jobs/data runs utilizing job control or report-generating computer language; cleans & maintains peripheral computer equipment; bursts &/or decollates print jobs; assembles &/or distributes computer printouts/reports; maintains records of operation activities; reads manuals regarding equipment operation & system problem identification; delivers on-line computer-based training to lower-level operators; resolves network problems involving mainframe (multiple in Department of Administrative Services) &/or microcomputers & direct or dial-up connections.

Provides technical assistance &/or training to on-line or batch users; confers with programmers or other computer unit personnel regarding operations problems & solutions to ensure maximum print production or system uptime 24 hours per day, 7 days per week; retrieves & files tapes in absence of data librarian as necessary.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of mainframe computer &/or microcomputer operating system/procedures; computer science or data processing; job control or report-generating language. Skill in operation of computer terminal & peripheral computer equipment (e.g., high speed printers, impact printers, tape drives, printers, decollators, microfiche recorders/duplicators, bursters). Ability to define problems, collect data, establish facts & draw valid conclusions; use diagnostic software (e.g., TSO, Flasher, Netview, IMS) to resolve computer problems; read technical manuals & instructions; lift up to 65 lbs. of tapes, paper &/or equipment; move limbs/fingers easily to perform manual functions repeatedly; stand, walk or bend continuously.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of courses required for associate degree in computer science or electronic data processing; 6 mos. exp. in operation of mainframe computer &/or microcomputer terminal & peripheral computer equipment (e.g., tape drives, high speed laser printers, automated library systems, mixed media storage, state-of-art peripherals, bursters). In Department of Administrative Services, also must satisfactorily pass Ohio Data Network print services recertification program annually or operations training programs & associated proficiency tests during probation. External applicants must pass proficiency tests during probationary period. Failure to pass testing during probationary period will result in immediate removal for external applicants.

-Or 2 yrs. exp. in computer operations, full performance level, position. In Department of Administrative Services, also must satisfactorily pass Ohio Data Network print services recertification for two complete cycles or operations training programs & associated proficiency tests during probation. External applicants must pass proficiency tests during probationary period. Failure to pass testing during probationary period will result in immediate removal for external applicants.

-Or 18 mos. exp. as Computer Operator 2, 12371. In Department of Administrative Services, also must satisfactorily pass Ohio Data Network print services recertification for two complete cycles or operations training programs & associated proficiency tests during probation. External applicants must pass proficiency tests during probationary period. Failure to pass testing during probationary period will result in immediate removal for external applicants.

-Or equivalent of Minimum Class Qualifications For Employment noted above.



**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

External applicants must successfully pass proficiency testing during probationary period.

**UNUSUAL WORKING CONDITIONS:**

May be exposed to continuous loud noise; may work evening or night shift; may work weekends &/or holidays; may be on-call 24 hours/day, 7 days/week. In Department of Administrative Services must work as essential employee, successfully pass state highway patrol personal background check & agree to & sign DAS Computer Services' code of responsibility for security & confidentiality of data files & safeguarding of state assets form.



<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>
Cook 1	42351		

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Operates commercial/standard kitchen equipment to cook foods, mixes salads, makes desserts, dressings & breads, prepares hot & cold beverages & special menu foods, slices meat & cheese, makes sandwiches, assembles fruit plates & relish trays & cleans & cuts vegetables & meats before cooking & mixing.

Sets up food lines; portions food on serving lines; sets up trays & carts; packs food for delivery to dining areas & storage.

Cleans work area, equipment & utensils.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of food preparation, sanitation & storage; addition, subtraction, multiplication & division. Skill in operation of kitchen equipment. Ability to understand system of procedures; read recipes; lift up to 50 lbs.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition, subtraction, multiplication & division; 3 mos. trg. or 3 mos. exp. in food preparation, sanitation & storage & use of food service equipment in institutional, school or restaurant setting.

-Or equivalent of the Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Exposed to varying temperatures (e.g., freezers; hot ovens) & sharp utensils; may work early or rotating shifts &/or weekends; may be exposed to hostile consumers, residents or youths &/or infectious diseases.



<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>
Cook 2	42352		

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Provides work direction & training over lower-level cooks in preparation & cooking of foods & monitors service lines, loading of carts, storage of foods & general cleaning.

Operates commercial/standard kitchen equipment to cook foods; mixes salad & makes desserts, dressings & breads; prepares hot & cold beverages & special menu foods; slices meat & cheese; makes sandwiches; assembles fruit plates & relish trays; cleans & cuts vegetables & meats before cooking & mixing.

Cleans work area, equipment & utensils.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of food preparation, sanitation & storage; addition, subtraction, multiplication & division; employee training & development. Skill in operation of kitchen equipment. Ability to understand system of procedures; read recipes; lift up to 50 lbs.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition, subtraction, multiplication & division; 6 mos. trg. or 6 mos. exp. in food preparation, sanitation & storage & use of food service equipment in institutional, school or restaurant setting.

-Or equivalent of the Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Exposed to varying temperatures (e.g., freezers; hot ovens) & sharp utensils; may work early or rotating shifts &/or weekends; may be exposed to hostile consumers, residents or youths &/or infectious diseases.



<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>
Correctional Food Service Coordinator	42451		

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Monitors work of & trains inmates in adult correctional facility in food preparation & serving, cleaning & storage in designated food service area on one assigned shift, maintains security of working area to include ensuring inmate security & inspects food for quantity, freshness & to ensure proper meals are served.

Orders, receives & inspects food & supplies & contacts vendors in case of discrepancies; keeps records & prepares reports (e.g., food cost, menu planning & ordering).

Receives cash, secures all food storage units & eating areas; maintains safety & sanitary conditions in accordance with prescribed standards; monitors for signs of spoiled or unacceptable food & unnecessary waste of food; maintains security of all food service utensils & equipment issued & stored.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of supervisory principles/techniques; employee training & development; food service preparation; food service management; food service sanitation & safety; food purchase & specifications. Skill in use of food service equipment. Ability to understand system of food service procedures; establish friendly atmosphere as shift coordinator; prepare meaningful, concise & accurate reports; use hands & fingers in operation of food service equipment; deal with problems involving few variables within familiar context.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

6 mos. trg. or 6 mos. exp. in food service preparation; 1 course or 3 mos. exp. in food service sanitation & safety; 1 course or 3 mos. exp. in operation of food service equipment.

-or equivalent of minimum class qualifications for employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May be exposed to inmates who are dangerous or hostile.



<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>
Correctional Food Service Manager 1	42455		

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Assists Correctional Food Service Manager 2, 42456, in administering overall phases of food service operations & supervises correctional food service coordinators on assigned shift, makes work assignments; interviews staff, monitors serving line, completes & signs employee performance evaluations & implements policies & procedures regarding food service operations.

Orders, receives & inspects food & supplies for quality & quantity; records & maintains food inventories; maintains sanitary & safe conditions.

Schedules & performs special duties relating to food service functions (e.g., plans menus; analyzes & controls food & operating costs & budgets); reads & applies master menus & recipes, ensures proper meal substitution & menu planning.

Reports all income & secures all food storage units & eating areas; monitor & take inventory of edged tools, knives & cleavers.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of food service preparation; food service management; food sanitation & safety; food purchasing & specifications; cost control & records; supervisory principles/techniques; employee training & development. Skill in use of food service equipment. Ability to understand system of food service procedures; establish friendly atmosphere as manager of work unit; prepare meaningful, concise & accurate reports; use hands & fingers in operation of food service equipment; gather, collate & organize food service & menu data; maintain accurate records; deal with problems involving several variables within familiar context.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of 2 yr. program in food service preparation or food/restaurant management technology; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques.

-Or completion of 1 yr. program in food service management; 24 mos. trg. or 24 mos. exp. in food service preparation.

-Or 12 mos. exp. as Correctional Food Service Coordinator, 42451.

-Or equivalent of minimum class qualifications for employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May work rotating shifts; may be exposed to inmates who are hostile or dangerous.



<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>
Custodial Worker	42111		

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Cleans & maintains living facilities, dining areas, rest rooms &/or offices (e.g., dusts, mops, sweeps, buffs & waxes floors; scrubs sinks, toilets, countertops, walls & ceilings; dusts & cleans furniture & equipment; empties trash; washes windows; polishes mirrors & glass; vacuums & shampoos carpet; replenishes soap, paper towels & toilet paper).

Performs miscellaneous related duties (e.g., removes snow &/or ice from sidewalk; removes litter from grounds; replaces light bulbs; orders &/or stocks supplies; secures doors &/or windows; moves furniture; sorts &/or washes linens).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of cleaning practices & procedures , addition & subtraction. Skill in operating cleaning equipment & tools . Ability to carry out simple instructions; recognize safety warnings; stand, walk or bend continuously; lift up to 50 lbs. frequently.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition & subtraction & in reading & speaking common English vocabulary. In accordance with Section 124.11(B)(2), revised code, Director of Administrative Services has determined this classification to be unskilled labor class & therefore exempt from written examination.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Exposed to chemicals in cleaning products; may be exposed to unpleasant weather conditions; may work evenings; may be exposed to dangerous consumers, residents or youth; may be required to work weekends &/or flexible hours.



<b>CLASS TITLE:</b> Customer Service Assistant 1	<b>CLASS NUMBER:</b> 64431	<b>BARGAINING UNIT:</b>
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**EFFECTIVE DATE:**

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Provide basic/routine information to & resolve basic/routine complaints from internal & external customers in response to inquiries, requests &/or complaints received in writing &/or by telephone, teletype, e-mail, in-person &/or other means of communication as front/main desk receptionist for assigned agency or sub-division thereof where office staff spend majority of their time in field/away from their desk (e.g., answers telephone &/or voice mail, takes messages/refers calls; greets, directs &/or registers customers; furnishes printed materials; stocks reception area with Informational materials/forms pertinent to assigned office/department; provides general information concerning agency/sub-division operations/services; mails out informational packages);

OR

Interviews callers to gather pertinent information concerning alleged violations (e.g., fraud; poaching);

OR

Conducts search of hardcopy &/or computerized records to verify, locate or identify status of requested information (e.g., appeals; case files; amount of imposed fines &/or suspensions; vehicle titles & VIN numbers; information not found in LEADS);

OR

Responds to requests to schedule/reschedule inspections, rooms, appointments, medical examinations, and/or appeal hearings for customers/staff;

OR

Provides information &/or processes transactions that do not require in-depth knowledge of applicable federal &/or state laws, rules, policies, procedures &/or legal interpretations to respond to inquiries, requests &/or complaints from internal &/or external customers received in writing &/or by e-mail, telephone, teletype, in-person &/or other means of communication & may involve billing for /collection of payment for photocopying records,

AND

Operates personal computer &/or computer terminal to enter, update, correct, delete or send data, retrieve/look-up data to verify/give out information or give status of file/case, or schedule & re-schedule rooms, appointments, hearings, meetings, medical examinations, or inspections, register customers, log & track calls, &/or other information (e.g., movement of file; status of appeal; outcome of appeal; all materials received relative to appeal) &/or compose &/or generate reports & correspondence.

Performs any combination of following or like clerical support tasks: opens, timestamps, sorts & distributes mail; meters mail; greets &/or directs visitors; registers persons for training; prepares &/or maintains reports concerning work processed/calls handled; codes, catalogs & files/distributes documents; operates photocopier to obtain copies for dissemination &/or for files; collects money/bills customers for photocopies of information; counts & records cash collected for photocopies & forwards for further processing; receives checks in mail, logs checks received, batches checks, fills out appropriate slip attachment & forwards for further processing; operates cash register/cash counter; operates facsimile equipment to send & receive faxes; checks reception area, meeting or hearing rooms to ensure presentable appearance, displays are stocked &/or proper seating & equipment arrangements have been made as requested; stuffs envelopes for mailing; pages/telephones staff; takes inventory of supplies; stocks photocopier, printers &/or facsimile machine with paper &/or toner & clears paper jams; maintains staff time & attendance; coordinates or arranges for food service &/or equipment for meetings/conferences.



**MAJOR WORKER CHARACTERISTICS:**

Knowledge of office practices & procedures; public relations; federal &/or state laws, rules, policies &/or procedures applicable to inquiries, complaints &/or transactions being processed; typing/keyboarding. Skill in operation of office equipment (e.g., multi-line or single line telephone, photocopier, facsimile machine, teletype, cash register/cash counter, adding machine); operation of personal computer or computer terminal. Ability to apply applicable laws, rules, policies & procedures to respond to inquiries, requests &/or complaints &/or process transactions involving several variables within familiar context; handle routine contacts in writing &/or by telephone, teletype, e-mail, in-person &/or other means of communication with variety of internal & external customers, some of whom may be irate; collate & classify information about data, people or things; prepare &/or maintain accurate records & reports; work alone on most tasks.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

3 mos. trg. or 3 mos. exp. in office practices & procedures; 1 course or 3 mos. exp. in public relations or customer service to include techniques for dealing with difficult people; 1 course or 3 mos. exp. in typing, keyboarding, data entry or word processing; 1 course or 3 mos. exp. in operation of personal computer.

-Or equivalent of Minimum Qualifications for Employment noted above.

Note: in the telecommunications section, within the Ohio Department of Public Safety, employees will automatically be reassigned to the Customer Services Assistant 2, 64432 classification after serving 6 months as a Customer Service Assistant 1, 64431.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

**UNUSUAL WORKING CONDITIONS:**

May be confined to desk answering telephone for 6.5 - 7 hours per day; may work second or third shift & weekends in units with 24 hour/7 days per week operations.



<b>CLASS TITLE:</b> Data Entry Operator 1	<b>CLASS NUMBER:</b> 12331	<b>BARGAINING UNIT:</b>
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**EFFECTIVE DATE:**

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Operates keyboard on data entry equipment (e.g., key to disk, tape or card, video display terminal), operates electric typewriter keyboard to transfer coded data to free or preprinted forms for optical scanner.

Performs variety of clerical tasks related to data processing work (e.g., proofreads, files, distributes & mails output, totals data, maintains entry logs).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of addition, subtraction, multiplication & division. Skill in typing; operation of data entry equipment, operation of peripheral machines (e.g., scanner, printer). Ability to check pairs of items that are similar or dissimilar; read, copy & record figures; proofread material, recognize errors & make corrections; move limbs, fingers easily to perform manual functions repeatedly.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition, subtraction, multiplication & division & in writing & speaking common English vocabulary; 1 course or 3 mos. exp. in typing.

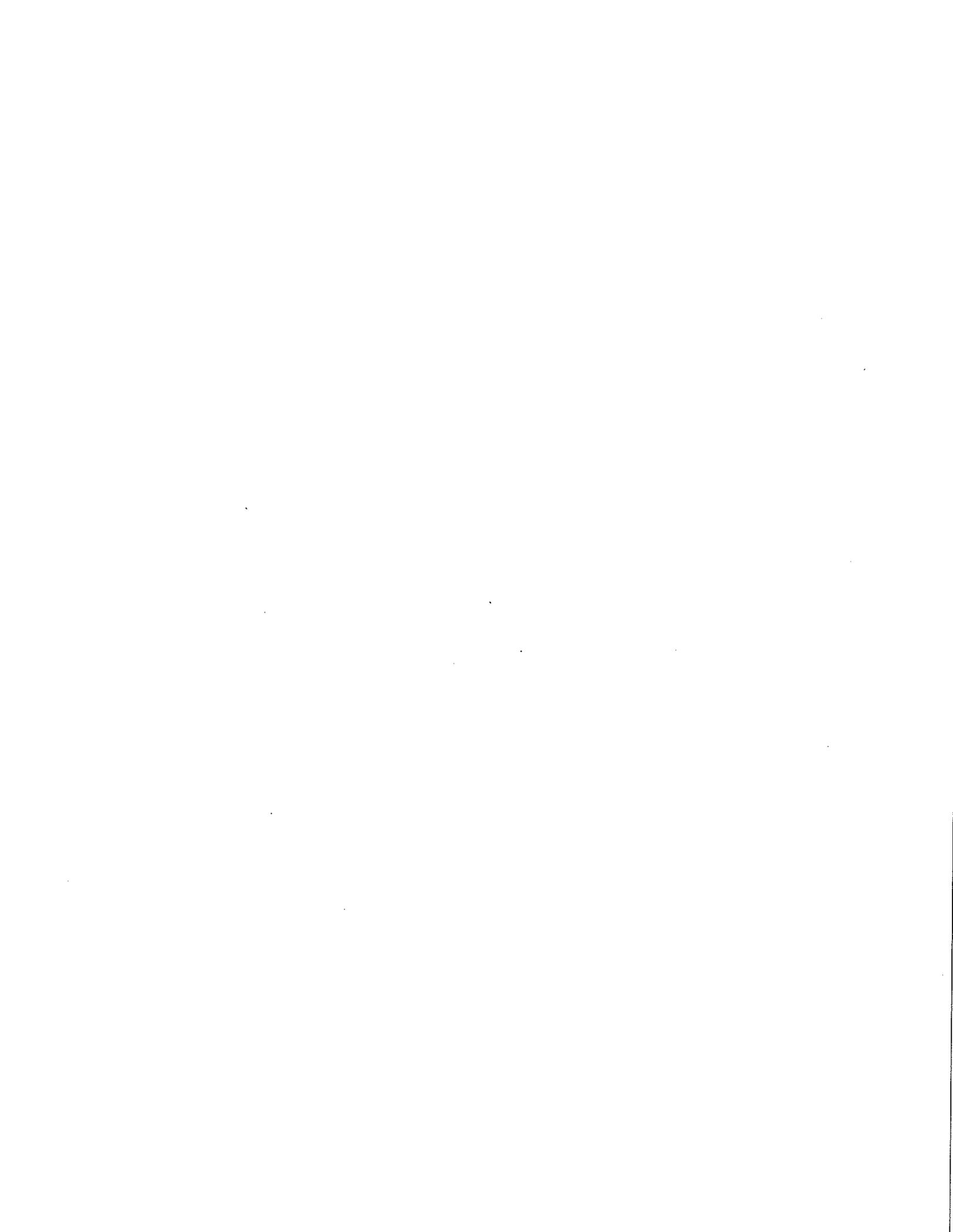
-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May work evening or night shift; work involves operation of data entry equipment for long periods of time including exposure to constant, low-level noise.



<b>CLASS TITLE:</b> Data Entry Operator 2	<b>CLASS NUMBER:</b> 12332	<b>BARGAINING UNIT:</b>
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**EFFECTIVE DATE:**

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Operates data entry or data verification equipment to check for accuracy & sufficiency of data & makes corrections or adjustments as needed.

Operates keyboard on data entry equipment (e.g., key to disk, card or tape, video display terminal); operates electric typewriter.

Performs clerical tasks related to data processing (e.g., proofreads, distributes & mails output, codes & totals data, maintains entry logs, sorts & files).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of addition, subtraction, multiplication & division; office practices & procedures. Skill in operation of data entry equipment; operation of peripheral machines (e.g., scanner, printer); data verification equipment. Ability to proofread material, recognize errors & make corrections; read, copy & record figures; check pairs of items that are similar or dissimilar; proofread material, move limbs, fingers easily to perform manual functions repeatedly.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition, subtraction, multiplication & division & in reading, writing & speaking common English vocabulary; 6 mos. trg. or 6 mos. exp. in use of data entry equipment; in Ohio Department of Job & Family Services, Wage Record Department, in addition to preceding option, applicant must also have minimum of 10,000 net key strokes per hour on an alpha numeric keyboard.

-Or 4 mos. exp. as Data Entry Operator 1, 12331; in Ohio Department of Job & Family Services, Wage Record Department, in addition to preceding option, applicant must also have minimum of 10,000 net key strokes per hour on an alpha numeric keyboard.

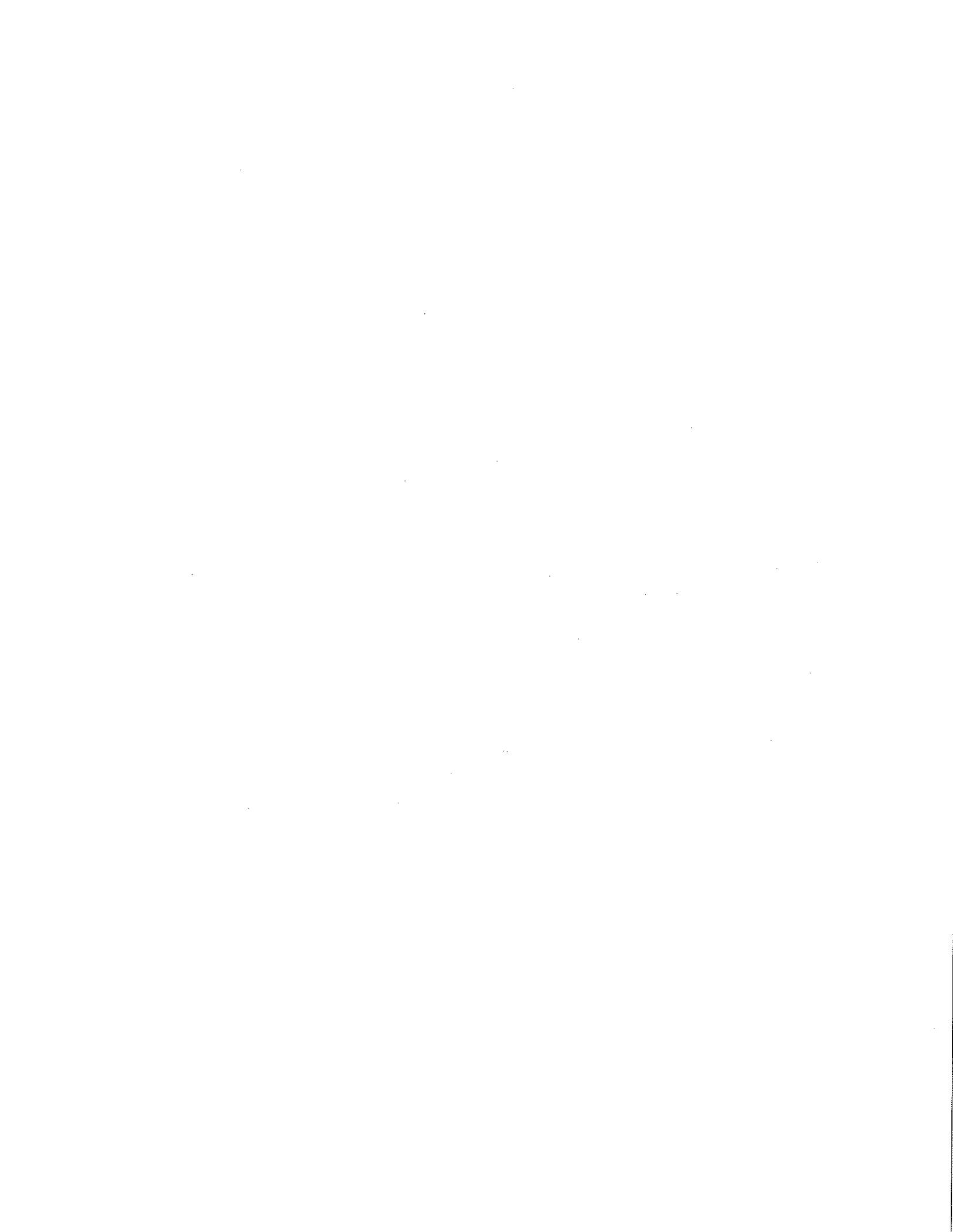
-Or equivalent Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May work evening or night shift; work involves operation of data entry equipment for long periods of time including exposure to constant, low-level noise.



<b>CLASS TITLE:</b> Data Entry Operator 3	<b>CLASS NUMBER:</b> 12333	<b>BARGAINING UNIT:</b>
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**EFFECTIVE DATE:**

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Acts as lead worker (i.e., trains & provides work direction on daily basis) over lower-level data entry operators, reports unit status & informs & updates workers & agencies served.

Operates keyboard on data entry equipment (e.g., key to disk, tape or card, video display terminal); operates electric typewriter.

Operates data entry or data verification equipment to check for accuracy & sufficiency of data & makes corrections & adjustments as needed.

Monitors & performs related clerical tasks (e.g., logs, operates computer related or peripheral machines, copies, edits, sorts & codes information, assists with machine maintenance, distributes & mails output).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of employee training & development; office management; addition, subtraction, multiplication & division. Skill in operation of data entry & verification equipment; operation of peripheral machines (e.g., scanner, printer). Ability to proofread material, recognize errors & make corrections; check pairs of items that are similar or dissimilar; move limbs, fingers easily to perform manual functions repeatedly.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

12 mos. trg. or 12 mos. exp. in use of data entry & verification equipment; formal education in arithmetic that includes addition, subtraction, multiplication & division & in reading, writing & speaking common English vocabulary.

-Or 4 mos. exp. as Data Entry Operator 2, 12332

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May work evening or night shift; work involves operation of data entry equipment for long periods of time including exposure to constant, low-level noise.



STATE OF OHIO (DAS)  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**

Executive Secretary

**SERIES NO.:**

1683

**MAJOR AGENCIES:**

All Agencies

**EFFECTIVE DATE:**

06/22/1990

**SERIES PURPOSE:**

The purpose of the executive secretary occupation is to independently provide non-routine administrative & secretarial services to a manager in order to facilitate the administration of the office.

At the lower level, incumbents perform non-routine administrative tasks & provide secretarial support for the office. At the higher level, incumbents also act as person-in-charge over lower-level secretarial &/or clerical employees in the office, but excludes lower-level executive secretaries.

This series does not include administrative positions that have no clerical nor secretarial duties (see Administrative Assistant series) nor secretarial positions that perform routine administrative duties (see Secretary series).

**CLASS TITLE**

Executive Secretary 1

**CLASS NUMBER**

16832

**PAY RANGE**

10

**EFFECTIVE**

06/22/1990

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of administrative policies & procedures, clerical & secretarial procedures in order to provide secretarial & non-routine administrative support (i.e., independently formulates decisions &/or judgments involving non-legal interpretation of policies & procedures as they would apply to given situation to resolve problems, to prepare correspondence &/or reports or to carry out other assignments).

**CLASS TITLE**

Executive Secretary 2

**CLASS NUMBER**

16833

**PAY RANGE**

10

**EFFECTIVE**

06/22/1990

**CLASS CONCEPT:**

The advanced level class works under direction & requires thorough knowledge of administrative policies & procedures, clerical & secretarial procedures in order to act as lead worker (i.e., provide work direction & training to & assign & review work) over clerical & secretarial staff (i.e., excluding lower-level executive secretaries) on daily basis & to provide secretarial & non-routine administrative support (i.e., independently formulates decisions &/or judgments involving non-legal interpretation of policies & procedures as they would apply to given situation to resolve problems, to prepare correspondence &/or reports or to carry out other assignments).



<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Executive Secretary 1	16832	EX	06/22/1990	10

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Performs non-routine administrative tasks (i.e., independently formulates decisions &/or judgments involving non-legal interpretation of policies & procedures as they would apply to given situation to resolve problems, prepare correspondence &/or reports or to carry out other assignments) (e.g., responds to correspondence; reviews & summarizes fiscal &/or operational &/or personnel reports; represents supervisor at meetings or conferences with other agencies; researches & prepares data for budget inclusion; assists in writing budget justification; monitors spending & maintains fiscal records; performs personnel functions such as screening job applicants in face to face interviews; communicates decisions, directives &/or assignments to appropriate staff; represents division or agency on inter-divisional task forces or committees; reviews & summarizes reports on operations &/or fiscal &/or personnel activities; organizes conferences; coordinates acquisition & maintenance of office machines such as telephones &/or copier &/or telecopier &/or computers &/or typing equipment).

Performs secretarial tasks (e.g., prepares confidential correspondence &/or reports; maintains confidential files; maintains calendar &/or makes travel arrangements for supervisor; takes & transcribes dictation &/or minutes of meetings; prepares payroll reports &/or timesheets); handles sensitive telephone calls; channels calls to appropriate parties for response.

Performs clerical tasks (e.g., receives, opens, logs, distributes incoming mail; answers phone & screens calls; greets & directs visitors; maintains inventory of general office supplies & orders as needed; maintains files & retrieves information); prepares routine forms; prepares records retention & disposal schedules & arranges record transfers.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of English grammar & composition; administrative practices & procedures\*; office policies & procedures; departmental/agency regulations, policies & procedures\*. Skill to operate dictation/transcription equipment; typewriter &/or word processing equipment. Ability to deal with problems involving several variables in somewhat unfamiliar context; write routine business letters, evaluations & records; gather, collate & classify information about data, people, or things; move fingers easily to perform manual functions; assess questions & provide appropriate information or referral.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

3 yrs. trg. or 3 yrs. exp. in secretarial science including operation of typewriter or word processing equipment. For positions requiring manual dictation, applicants must also have trg. or exp. in speedwriting or shorthand which results in speed of 100 words per minute.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.



<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Executive Secretary 2	16833	EX	06/22/1990	10

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as lead worker (i.e., provides work direction & training & assigns & reviews work) over clerical &/or secretarial personnel (i.e., excluding lower-level executive secretaries) on daily basis or shift or at office where no higher-level direct supervisor/manager is located with duties including responsibility for assigning & reviewing work, providing work assistance to & training personnel & performs non-routine administrative tasks (i.e., independently formulates decisions &/or judgments involving non-legal interpretation of policies & procedures as they would apply to given situation to resolve problems; prepare correspondence &/or reports or to carry out other assignments) (e.g., responds to correspondence; reviews & summarizes fiscal &/or operational &/or personnel reports; represents supervisor at meetings or conferences with other agencies; researches & prepares data for budget inclusion; assists in writing budget justification; monitors spending & maintains fiscal records; performs personnel functions such as screening job applicants in face to face interviews; communicates decisions, directives &/or assignments to appropriate staff; represents division or agency on inter-divisional task forces or committees; reviews & summarizes reports on operations &/or fiscal &/or personnel activities; organizes conferences; coordinates acquisition & maintenance of office machines such as telephones &/or copier &/or telecopier &/or computers &/or typing equipment).

Performs secretarial duties (e.g., makes travel arrangements; prepares confidential correspondence; schedules meetings; takes & transcribes dictation); handles sensitive telephone calls &/or refers calls to appropriate parties for response.

Performs clerical duties (e.g., opens, logs, distributes mail; answers phones; greets visitors; maintains inventory of supplies & orders as needed; maintains files & retrieves information); prepares routine forms; prepares records retention & disposal schedules & monitors record transfers.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of English grammar & composition; administrative practices & procedures; office policies & procedures; departmental/agency regulations, policies & procedures\*; employee training & development\*; interviewing\*. Skill to operate dictation/transcription equipment; typewriter &/or word processing equipment. Ability to deal with problems involving several variables in somewhat unfamiliar context; apply principles to solve practical, everyday problems; write routine business letters, evaluations & records; gather, collate & classify information about data, people or things; move fingers easily to perform manual functions repeatedly; assess questions & provide appropriate information or referral.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

3 yrs. trg. or 3 yrs. exp. in secretarial science including operation of typewriter or word processing equipment; 6 mos. exp. as executive secretary. For positions requiring manual dictation, applicants must also have trg. or exp. in speedwriting or shorthand which results in speed of 100 words per minute.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.



<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>
Food Service Coordinator 1	42411		

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as lead worker (e.g., provides work direction & training) to food service workers & any other assigned personnel in one designated food service area on one assigned shift.

Assists lower-level workers in preparing & serving food & cleaning food service area (e.g., sets up salad bar; sets food out on service line &/or sets up food cart; scrapes, washes, rinses & stacks dishes; washes tables); prepares breakfast & snack foods, sandwiches, salads, milkshakes & desserts.

Orders food supplies; maintains various inventories (e.g., food, cleaning & paper supplies, leftovers) & monitors rotation of all items; completes census report; prepares weekly & monthly cleaning schedules; checks cooler temperature; secures area at end of shift.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of food service sanitation & safety; food service equipment; food preparation; food specialties (e.g., baking, garde manger techniques); supervisory principles/techniques; employee training & development; food purchasing & specifications; inventory control. Skill in operation of food service equipment. Ability to apply principles to solve practical, everyday problems; write accurate reports; gather, collate & classify information about data, people or things; stand, walk or bend continuously; lift 25-50 lbs.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

3 courses or 9 mos. exp. in food preparation; 1 course or 3 mos. exp. in food service equipment; 1 course or 3 mos. exp. in food service sanitation & safety.

-Or equivalent of the Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May be exposed to dangerous or hostile consumers, residents or youths; may work rotating days, weekends &/or flexible hours; exposed to varying temperatures.



<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>
Food Service Worker	42341		

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves food to residents, consumers, youth or employees (e.g., sets up &/or tears down service lines; portions, slices &/or wraps food; delivers trays; sets &/or clears tables; sets up &/or clears carts; gets supplies from storage).

Cleans work & service area (e.g., rinses & stacks trays, dishes, cookware & silverware; empties trash; cleans oven &/or dishwasher; mops floors; operates pot, pan & dishwashing machine.

Cleans & prepares vegetables & fruits for cooking or serving; makes sandwiches, salads, dressings, gelatins &/or beverages; toasts, grills & fries foods.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of food service procedures, addition & subtraction of whole numbers. Skill in operation of kitchen equipment. Ability to carry out simple instructions; recognize safety warnings; read short sentences with concrete vocabulary; lift up to 50 lbs.; move limbs/fingers easily to perform manual functions repeatedly; stand, walk &/or bend continuously.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in reading & speaking common English vocabulary & formal education in arithmetic that includes addition & subtraction of whole numbers. In accordance with Section 124.11(B)(2) of Revised Code, Director of Administrative Services has determined this classification to be unskilled labor class & therefore exempt from written examination.

-Or equivalent of the Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Exposed to heat from kitchen; may be exposed to dangerous or hostile consumers, residents or youths; may work rotating days &/or weekends.



<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>
Groundskeeper 1	53611		

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Performs routine non-skilled grounds maintenance duties (e.g., mows, trims & edges lawns; applies mulch, weeds & waters lawns & flower beds; trims shrubs; cleans grounds, sidewalks & parking lots by removing papers & debris & operating vacuum sweeper/power washer; uses hand shovel & broom to remove snow & ice; operates power snow shovel when necessary).

Performs general custodial & maintenance duties (e.g., delivers materials & equipment); does routine maintenance of grounds equipment (e.g., cleans, paints, oils, sharpens); performs routine building maintenance & custodial duties as assigned.

Fertilizes lawns, trees & shrubs; plants trees, shrubs & other plants; seeds & sods lawns; sprays to control insects & disease as needed; participates in removal of dead animals.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of addition; subtraction; multiplication & division; safety practices associated with use & operation of grounds maintenance equipment. Skill in operation of various types of mowers & related equipment (e.g., snow shovel, vacuum) Ability to carry out simple oral instruction; demonstrate general physical fitness.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition, subtraction, multiplication & division; in Department Of Natural Resources only, if assigned to operate vehicles regulated by Section 4506.01 of revised code, must also possess valid commercial drivers license; in accordance with Section 124.11 (b)(2) of revised code, Director Of Administrative Services has determined this classification to be unskilled labor class & therefore exempt from written examination.

-Or equivalent of the Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Pesticide applicator's license required if applying pesticides regulated by law.

**UNUSUAL WORKING CONDITIONS:**

Works outside under all weather conditions; may work with potentially dangerous equipment & chemicals; exposed to dead animals.



<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>
Laborer	53811		

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Performs general labor outdoors (e.g., shovels snow; loads & unloads trucks; mows grass; cuts weeds; hauls trash; repairs fences; digs holes & ditches; cleans beach houses & outside restrooms).

Performs general labor indoors (e.g., shovels coal & pulls ashes; moves furniture, sets up chairs, tables, stages & platforms; sorts, stacks & puts merchandise away; cleans & dusts stock room); performs custodial duties such as sweeping, mopping & waxing floors & cleaning windows & walls.

**MAJOR WORKER CHARACTERISTICS:**

Skill in general maintenance & manual labor procedures & use of associated tools &/or equipment; Ability to carry out simple instructions; follow basic oral instructions; cooperate with co-workers on group projects; physically perform manual labor & lift 100 pounds.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition, subtraction, multiplication & division. In accordance with Section 124.11 (B)(2) of Revised Code, Director of Administrative Services has determined this classification to be unskilled labor class & therefore exempt from written examination.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May be exposed to dirt, dust, fumes & noise; may be exposed to inclement weather; may work weekends.



STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<b>CLASSIFICATION SERIES:</b> Legal Secretary	<b>SERIES NO.:</b> 1256	
	<b>MAJOR AGENCIES:</b> Attorney General Only	<b>EFFECT. DATE:</b> 01/01/1980	<b>NEW EFF. DATE:</b> 01/13/1991

**SERIES PURPOSE:**

The purpose of the legal secretary occupation is to perform a variety of clerical, procedural & administrative tasks for attorneys & other office staff.

**CLASS TITLE:**

Legal Secretary

**CLASS NUMBER:**

12561

**EFFECTIVE DATE:**

01/01/1980

**NEW EFFECTIVE DATE:**

01/13/1991

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of clerical functions, office procedures & legal terminology & documents in order to provide general secretarial assistance by performing routine administrative tasks & providing clerical assistance to attorneys & other staff in legal office environment.



<b>CLASS TITLE:</b> Legal Secretary	<b>CLASS NO.:</b> 12561	<b>BARG. UNITS:</b> 045
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**EFFECTIVE DATE:**  
01/01/1980

**NEW EFFECTIVE DATE:**  
01/13/1991

**JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)**

Operates memory typewriter &/or word processing equipment (i.e., WANG 4230 or equivalent) to produce accurate, finished product from rough written copy, dictation (i.e., by machine or shorthand), or oral/tape machine instructions involving briefs, depositions, legal memoranda, correspondence, reports or other confidential material, requiring knowledge of legal terminology, composes or independently answers correspondence, corrects & may sign correspondence & proofs all correspondence/materials produced prior to submission to attorney; learns & is then responsible for all case docketing functions (i.e., including preparation of case entry initiation forms, additional party forms & daily docket event forms), together with entry of information onto the computer; learns & then must prepare all standard legal documents (i.e., briefs for courts, prepares all appropriate tables, appendices & certificates of service) & ascertains appropriate court filing requirements for all legal documents.

Relieves supervisor of some administrative tasks (e.g., assists in setting up office procedures; does research; gathers statistics; prepares reports; sets up & maintains confidential files; acts as liaison between attorneys & clients or other offices; coordinates details of meetings; maintains office functions in absence of administrative secretary).

Screens calls & visitors for attorneys & other personnel; greets visitors; conducts tours; provides information; manages attorneys' appointments & travel schedules; makes travel & lodging arrangements; prepares travel expense reports; sets up meetings, prepares agendas & notifies participants; arranges conferences & speaking engagements.

Assigns, trains, coordinates & schedules work of support staff when assigned subordinate personnel in absence of regular supervisor or if there is no administrative secretary on staff.

Monitors &/or performs typing & clerical tasks of general or routine nature for section &/or other sections (e.g., types routine correspondence, memos & forms; maintains & searches files); responsible for completion of all photostatic copy work (i.e., personally copies work using photostatic equipment & prepares printing orders as required by immediate supervisor, delivers & picks up from copy-center); inventories, orders, distributes & accounts for use of office supplies; receives, reads, sorts, logs & distributes correspondence; acts as receptionist, answers telephones; takes dictation of routine nature; picks up & delivers filings, legal documents, office correspondence for section & office.

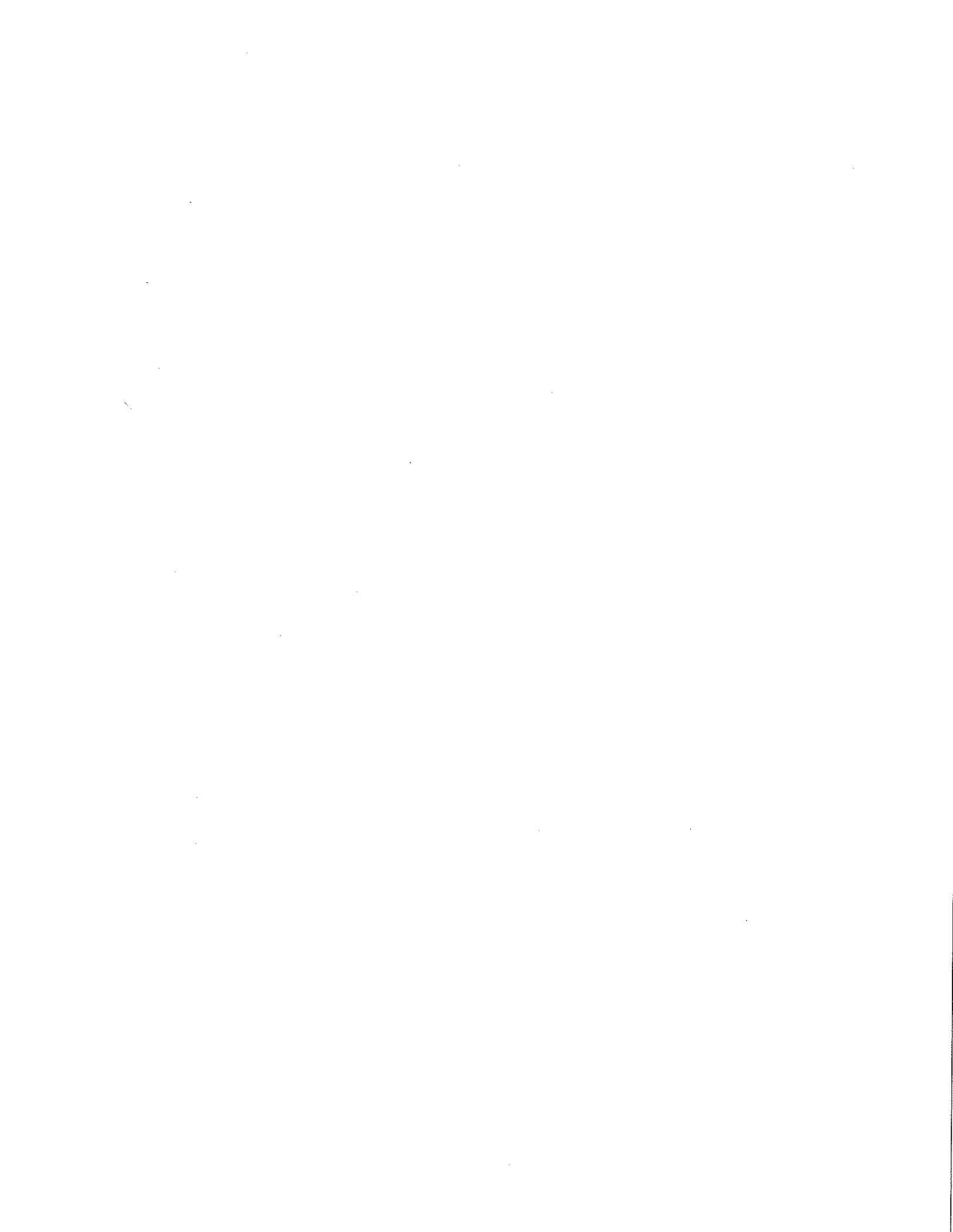
**MAJOR WORKER CHARACTERISTICS:**

Knowledge of legal secretarial & office practices & procedures to include legal terminology; office management\*; legal docketing & formats for all legal documents\*; public relations. Skill in typing; operation of WANG 4230 or equivalent\*; dictation by machine or shorthand; use of general office machines. Ability to deal with problems involving several variables in familiar context; transcribe dictation; write business letters reflecting standard office procedures; proofread materials, recognize & make corrections; cooperate with co-workers on group projects; calculate fractions, decimals & percentages; gather, collate & classify information about data, people & things according to established methods; handle contacts with &/or resolve complaints from public & government &/or business officials.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Ability to calculate fractions decimals & percentages & to read & write common vocabulary & to type 60 wpm plus; 600 hrs. trg. in typing & dictation (or 6 mos. exp. performing like duties in private industry or other government offices) or completion of coursework to qualify for diploma in secretarial technology or associate degree in secretarial science or that which must include 600 hrs. of business or office education at high school level or 2 quarters of secretarial training at college level; 1 course in public relations (or 1 mos. exp.); 300 hrs. trg. in office machines (or 3 mos. exp.).



-Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May work in stressful environment or under pressure.



<b>CLASS TITLE:</b> Mail Clerk/Messenger	<b>CLASS NUMBER:</b> 12731	<b>BARGAINING UNIT:</b>
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**EFFECTIVE DATE:**

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Operates postage machines (e.g., postage scale, meter machine, inserter, opener) to process incoming &/or outgoing mail (e.g., sorts date & time stamps; opens; bundles; addresses; completes required documentation associated with special mail handling such as certified return receipts or receipts for insurance; ensures prompt handling of time sensitive documents that could have impact on revenue collection or legal notifications or delivery of checks or warrants) & delivers to appropriate office &/or picks up mail, parcels &/or messages.

Loads & unloads trucks &/or distributes contents to various offices/sections; prepares UPS or express letters or packages; maintains records of postage used &/or volume of mail; stuffs envelopes; inventories &/or distributes supplies; labels, folds &/or staples materials; photocopies materials; delivers &/or picks up documents, packages & materials; makes service calls &/or assists in repair &/or maintenance of machines.

Answers inquiries from other employees & general public regarding U.S. Postal regulations; explains postal procedures & requirements for insured, certified, foreign & other postal options; explains differences in postal rates & classes of mail (e.g., 1<sup>st</sup> class, 4<sup>th</sup> class, flatmail, presort); tracks lost or misdirected mail for agency staff.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of agency & federal postal regulations & procedures . Skill in operation of postage equipment . Ability to sort items into categories according to established methods; understand mail room procedures; add, subtract multiply & divide whole numbers; read common English vocabulary; complete routine forms or records; answer routine inquiries from co-workers & general public; stand, walk or bend continuously; lift up to 40 lbs.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition, subtraction, multiplication, division & reading common English vocabulary; valid driver's license if position requires operation of vehicle to pick up or deliver mail.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May be exposed to loud or constant noise from postage machines; may be required to work outside, exposed to weather; may be exposed to potentially violent residents in institutions.



<b>CLASS TITLE:</b> Maintenance Repair Worker 1	<b>CLASS NUMBER:</b> 53111	<b>BARGAINING UNIT:</b>
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**EFFECTIVE DATE:**

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Performs unskilled & semi-skilled minor repair or replacement on doors, windows, walls, steps, floors &/or gutters & assists skilled maintenance workers & trades persons.

Performs unskilled & semi-skilled minor electrical repair (e.g., bulbs, lighting fixtures, switches, outlets) & assists in skilled electrical repair &/or installation.

Sweeps, mops, waxes & buffs floors & dusts, washes & cleans furniture, windows & walls.

Performs unskilled & semi-skilled minor repair of plumbing equipment (e.g., sinks, toilets, faucets, pipes, drains) & assists in skilled repair (e.g., steam valves, traps, water lines, pumps).

Paints window frames, tables & chairs & assists in painting of building interiors, sheds, rooms & equipment.

Performs general maintenance of grounds & performs minor repair of grounds equipment.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of addition & subtraction; safety practices pertaining to operation of hand tools; basic plumbing repair; basic electrical wiring. Skill in operation of lawn equipment; use of hand &/or power tools. Ability to carry out detailed but basic written or oral instructions; demonstrate dexterity & skillful use of hands; read short sentences with concrete vocabulary; lift 10 to 100 pounds.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition & subtraction & in reading, writing & speaking common English vocabulary; 3 mos. trg. or 3 mos. exp. in maintenance repair work (e.g., basic electricity, plumbing, carpentry, masonry repair & use of associated hand & power tools & equipment); in Department of Natural Resources only, if assigned to operate vehicles regulated by section 4506.01 of revised code, must also possess valid commercial drivers license; in Department of Natural Resources, Division of Forestry only, applicants must have successfully completed the mandated basic firefighter/introduction to fire behavior course (S-130/S190); in accordance with section 124.11 (B)(2) of revised code, Director Of Administrative Services has determined this classification to be unskilled labor class & therefore exempt from written examination

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May work evening shift; may be exposed to high & low temperature; may be exposed to weather.



<b>CLASS TITLE:</b> Maintenance Repair Worker 2	<b>CLASS NUMBER:</b> 53112	<b>BARGAINING UNIT:</b>
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**EFFECTIVE DATE:**

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Performs skilled & semi-skilled maintenance, replacement, minor installation & repair of plumbing equipment (e.g., water & steam lines, sewer pipes, trap fittings, plumbing fixtures, pumps, regulators, valves, faucets, toilets, sinks, bathtubs, heating & air conditioning, piping, drinking fountains).

Performs skilled & semi-skilled maintenance, replacement, minor installation & repair of electrical equipment (e.g., light fixtures, electrical outlets, switches, motors, appliances, electrical circuits, emergency generator, fire alarms, intercoms, autoclaves, incubators, meters, fans, radios, televisions, meters).

Performs carpentry work involving skilled & semi-skilled maintenance, alteration &/or repair to buildings, equipment & wooden structures (e.g., doors, windows, walls, woodwork, floors, partitions, stairways, furniture, door closers); performs spot roof repair & installs security devices, locks & window air conditioners.

Assists in painting &/or performs minor painting of fixtures, rooms, buildings, signs & equipment; patches plaster & prepares surfaces for painting; assists in masonry work.

Operates machine tools & welding equipment in making repairs to metal parts & equipment; assists in repair & maintenance of interior & exterior maintenance equipment & other specialized equipment (e.g., dental equipment, laboratory equipment); performs minor vehicle repairs & maintenance (e.g., changes oil & filter, checks transmission fluid, tire air pressure).

Performs interior custodial duties (e.g., mops, sweeps, waxes floors, washes wall & windows); performs exterior groundskeeping duties; removes snow & ice from sidewalks.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of safety practices pertaining to use of maintenance tools & equipment; safety practices in relation to handling of pesticides, acids & petroleum products; addition & subtraction. Skill in building & equipment maintenance & repair (e.g., electrical, plumbing, carpentry, masonry, sheet metal, painting, plastering, steam fitting, refrigeration, heating & use of associated hand &/or power tools & equipment). Ability to apply principles to solve problems involving few variables within familiar context; read & understand simple sentences with common vocabulary; lift 10 to 100 pounds.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition & subtraction & in reading, writing & speaking common English vocabulary; 6 mos. trg. or 6 mos. exp. in maintenance repair work (e.g., basic electricity, plumbing, carpentry, masonry repair & use of associated hand & power tools & equipment); in Department of Natural Resources, Division of Forestry only, applicants must have successfully completed the mandated basic firefighter/introduction to fire behavior course (S-130/S-190); in accordance with section 124.11 (B) (2) of revised code, Director Of Administrative Services has determined this classification to be unskilled labor class & therefore exempt from written examination. Valid commercial driver's license required if motor equipment is of type & size regulated by sections 4506.01 & 4506.12 of Ohio revised code.

-Or equivalent of Minimum Class Qualifications For Employment noted above may be substituted for the experience required, but not for the mandated licensure.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

In Ohio Department of Natural Resources, Division of Real Estate only, must successfully complete 8 hours additional training in electrical & plumbing within one (1) year of date of hire.

**UNUSUAL WORKING CONDITIONS:**

May work evening shift; may be exposed to high & low temperatures; may be exposed to weather.



<b>CLASS TITLE:</b> Maintenance Repair Worker 3	<b>CLASS NUMBER:</b> 53113	<b>BARGAINING UNIT:</b>
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**EFFECTIVE DATE:**

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Serves as lead worker (e.g., provides work direction, training) over lower-level maintenance repair workers, &/or inmates, or other assigned staff in performance of semi-skilled & skilled maintenance repair work.

Performs semi-skilled & skilled carpentry repairs (e.g., doors, locks cabinets, chairs, desks, floors, walls, windows, stairways, partitions).

Performs semi-skilled & skilled maintenance & repair of equipment (e.g., light fixtures, electrical outlets, switches, motors, appliances, electrical circuits, electrical components of heating & cooling systems, fans, radios).

Performs semi-skilled & skilled repair of plumbing equipment (e.g., water & steam lines, sewer pipes, trap fittings, plumbing fixtures, pumps, regulators, valves, faucets, toilets, sinks, bathtubs, heating, air conditioning).

On continuous basis, inspects buildings & equipment for needed repairs or replacements & performs systematic & routine preventive maintenance of assigned area.

Operates machine tools & welding equipment in making repairs to metal parts & equipment.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of addition & subtraction; safety procedures pertaining to operation of hand & power tools; employee training & development. Skill in building & equipment maintenance & repair (e.g., electrical, plumbing, carpentry, masonry, sheet metal, painting, plastering, steam fitting, refrigeration, heating & use of associated hand & power tools & equipment). Ability to apply procedures to solve problems involving few variables within familiar context; read & understand simple sentences with common vocabulary; cooperate with co-workers on group projects; lift 10 to 100 pounds.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition & subtraction & in reading, writing & speaking common English vocabulary; 12 mos. trg. or 12 mos. exp. in maintenance repair (e.g., basic electrical, plumbing, carpentry, masonry & use of associated hand & power tools & equipment). Valid commercial driver's license required if motor equipment is of type & size regulated by Sections 4506.01 & 4506.12 of Ohio revised code; in Department of Natural Resources, Division of Forestry only, applicants must have successfully completed the mandated basic firefighter/introduction to fire behavior course (S-130/S-190).

-Or equivalent of Minimum Class Qualifications For Employment noted above may be substituted for the experience required, but not for the mandated licensure.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

In Department of Natural Resources, Division of Real Estate & Land Management must possess Level One (1) refrigeration course within 6 mos. of date of hire.

**UNUSUAL WORKING CONDITIONS:**

May work evenings; may be exposed to high & low temperatures; may be exposed to weather.



<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>
Secretary 1 2 3	12551		

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

A - Provides secretarial assistance through routine administrative tasks (i.e., independently provides explanation, orally &/or in writing, of services or activities of assigned area, but does not include formulating interpretation of policies & procedures as they would apply in given situation) (e.g., drafts & may sign simple correspondence; researches responses to inquiries; compiles data; prepares reports, gathers statistics & may compile in report form; performs research & writes reports to present straightforward information; sets up office procedures; coordinates daily work flow of office; revises content of manuals & notebooks; requisitions equipment & supplies through either agency purchasing agent or direct contact with established vendors for low cost items that are used repetitively; screens problems & obtains files & records to support same for referral & may resolve only those which do not involve interpretation or judgment of applicability of policies & procedures).

&/OR

B - Provides secretarial assistance in technical environment & transcribes, formats &/or assists in formatting, types & proofs standard &/or technical (i.e., documents requiring use of legal, medical, scientific, statistical or foreign language terminology) correspondence & reports.

& IN ADDITION TO A OR B OR IN LIEU OF A OR B,

C - Serves as lead worker over secretaries & office assistants or secretaries & word processing specialists by coordinating work flow & participating in training & evaluation on daily basis or on shift or at office where no higher level supervisor/manager is located.

Produces typed copy, to include formatting or assisting in formatting, from standard or confidential written, dictated or oral instructions & proofreads work.

Performs other clerical duties (e.g., maintains files; sorts and routes mail; answers phones & screens calls; greets visitors; orders & stocks supplies; maintains calendar; makes copies; prepares materials for mailing; prepares time reports for payroll; schedules meetings).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of English grammar & composition; arithmetic that includes addition, subtraction, multiplication & division; administrative practices & procedures; general office practices & procedures; agency-specific office practices & procedures. Skill in operation of office machines (e.g., transcribing equipment, calculators, typewriter &/or word processors). Ability to deal with problems involving several variables within familiar context; apply principles to solve practical, everyday problems; interpret instructions in written or oral form; write routine business letters following standard procedures; complete routine forms or records; make appointments; arrange items in numerical or alphabetical order; move fingers easily to perform manual functions; assess questions & provide appropriate information or referral.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

1 yr. trg. or 1 yr. exp. in secretarial science including operation of typewriter or word processing equipment. For positions requiring manual dictation, applicants must also have 6 mos. trg. or 6 mos. exp. in speedwriting or shorthand.

For positions requiring technical terminology, applicants must also have 6 mos. trg. or 6 mos. exp. in relevant technical terminology.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May require travel to community site under contract with Department of Mental Health.



<b>CLASS TITLE</b> SWITCHBOARD OPERATOR	<b>CLASS NUMBER</b> N/A
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**EFFECTIVE DATE**

**JOB DUTIES:**

Operates communication systems, such as telephone, switchboard, intercom, two-way radio, or public address.

Answer incoming calls, greeting callers, providing information, transferring calls and/or taking messages as necessary.

Route emergency calls appropriately.

Page individuals to inform them of telephone calls, using paging and interoffice communication equipment.

Relay and route verbal and written messages.

Place telephone calls and arrange conference calls as instructed.

Performs clerical duties, such as typing, proofreading, accepting orders, scheduling appointments, and sorting mail.

Keep records of calls placed and charges incurred.

May include monitoring alarm systems in order to ensure that secure conditions are maintained.

**MAJOR WORK CHARACTERISTICS:**

Receives and routes calls on multi-line system, takes messages.

Greets visitors and public.

Type, sorts, routes and distributes outside and intra-office mail

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Proficient in Switchboard system, electric typewriter.

Must type at least 45+ w.p.m.

Knowledgeable of common English grammar.

Six months experience in an associated business environment.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

NOT APPLICABLE

**UNUSUAL WORKING CONDITIONS:**



<b>CLASS TITLE</b> TRUCKDRIVER LIGHT, MEDIUM, AND HEAVY	<b>CLASS NUMBER</b> N/A
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**EFFECTIVE DATE**

**JOB DUTIES:**

Ability to drive a truck within a city or industrial area for the purpose of transporting material, merchandise, equipment, or workers between various types of locations.

Obey traffic laws, and follow established traffic and transportation procedures.

Report any mechanical problems encountered with vehicles.

Loads and/or unloads trucks, vans, and automobiles as required with or without helpers.

Verify the contents of inventory loads against shipping papers.

Report delays, accidents, or other traffic and transportation situations to bases or other vehicles, using telephones or mobile two-way radios.

Make minor mechanical repairs, keeps truck in good working order.

**MAJOR WORK CHARACTERISTICS:**

The temporary service personnel will need to be proficient in the operation of light truck, (straight truck) under ½ ton, generally four wheels, and/or

Operation of medium truck, (straight truck) 1 ½ tons to 4 tons, inclusive, usually 6 wheels, and/or

Operation of heavy truck, (straight truck) over 4 tons, usually 10 wheels.

Ability to exert maximum muscle force to lift, push, pull, or carry objects.

Ability to quickly and repeatedly adjust the controls of a machine or vehicle to the exact positions.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Ability to read maps and know your location in relation to the environment or to know where other objects are in relation to you.

Ability to understand written and verbal instructions.

The ability to communicate well with others.

Mathematical ability including basic addition, subtraction, multiplication and division, reading and writing common English grammar.

Valid state of Ohio driver's license, valid Commercial Driver's Licenses as required by law.

No convictions for moving violations in the past 12 months.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

NOT APPLICABLE

**UNUSUAL WORKING CONDITIONS:**



<b>CLASS TITLE:</b> Word Processing Specialist 1	<b>CLASS NUMBER:</b> 12611	<b>BARGAINING UNIT:</b>
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**EFFECTIVE DATE:**

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Operates word processing equipment & software to produce basic material (i.e., simple, repetitive data which does not involve establishment of document formats or correction of punctuation or grammar) (e.g., completes forms, types lists or address labels) &/or routine material (i.e., documents requiring formatting & correction of punctuation & grammar) (e.g., correspondence, minutes of meetings, newsletters, short reports, articles) from written copy, confidential notes, or transcribed from dictaphone, enters on word processing equipment to create, revise or delete document formats, backs up data to disc or tape for future retention, ensures directory &/or subdirectory file maintenance, proofreads final material for accuracy & completeness & batches or prioritizes incoming work.

Performs clerical duties (e.g., acts as receptionist, answers telephone, screens or refers calls & takes messages, sorts & distributes mail, updates & maintains filing system, operates photocopier & calculator &/or adding machine, maintains record of completed work &/or miscellaneous logs, orders & distributes office supplies, sorts &/or batches incoming work); operates typewriter to produce correspondence, simple reports, forms, lists &/or labels; ensures proper maintenance of word processing equipment.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of word processing techniques & procedures; office practices & procedures; fractions & percentages. Skill in operating word processing equipment; operating typewriter keyboard; operating dictaphone/transcriber. Ability to interpret variety of instructions in written, oral, picture or schedule form; copy material accurately & recognize grammatical & spelling errors; sort items into categories according to established methods; handle routine telephone &/or face to face contacts.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

1 course or 3 mos. exp. in using word processing equipment & related software; 3 mos. trg. or 3 mos. exp. in office practices & procedures; formal education in arithmetic that includes fractions & percentages & in reading, writing & speaking common English vocabulary.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Work involves constant deadlines, work pile ups, constant noise (e.g., word processor, printer) & interruptions; confined to work area for long periods of time.



<b>CLASS TITLE:</b> Word Processing Specialist 2	<b>CLASS NUMBER:</b> 12612	<b>BARGAINING UNIT:</b>
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**EFFECTIVE DATE:**

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Operates word processing equipment & software to produce &/or merge complex technical material (i.e., documents requiring use of legal, medical, scientific, statistical or foreign language terminology & applications) (e.g., contracts, legal briefs, affidavits, grant proposals, health record reports, tax comparison charts, architectural, computer-related, financial, mechanical, highway engineering reports, administrative consultation or management reports, manuals &/or textbooks requiring knowledge of specific technical terminology &/or applications), interprets materials & transcribes from dictaphone, optically scanned documents, written copy, rough draft or confidential notes, proofreads documents for correct spelling, punctuation & grammar, revises, modifies & merges corrected information on word processing equipment, backs up data to disc or tape for future retention, ensures directory &/or subdirectory file maintenance & performs mathematical calculations on word processing equipment.

Performs clerical duties (e.g., acts as receptionist, answers telephone, screens calls or visitors & takes messages; updates & maintains filing system; updates, maintains & files completed work &/or miscellaneous logs; sorts & distributes mail; prepares, stamps &/or sorts out-going mail; orders & distributes office supplies; schedules appointments; troubleshoots or arranges for repairs & maintenance of office equipment; prepares & duplicates diskettes &/or magnetic card record keeping system; proofreads final material for accuracy & completeness; sorts &/or batches incoming work; operates photocopier & calculator &/or adding machine; saves or retrieves information; operates typewriter to produce basic routine material (e.g., correspondence, labels, lists, simple reports); searches files for inquiries or missing data for reports), ensures proper maintenance of word processing equipment.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of word processing techniques & procedures; office practices & procedures; fractions & percentages; technical terminology in the appropriate area. Skill in operating word processing equipment; operating typewriter keyboard; operating dictaphone/transcriber. Ability to interpret variety of instructions in written, oral, picture or schedule form; copy material accurately & recognize grammatical & spelling errors; screen mail; sort items into categories according to established methods; handle routine telephone &/or face to face contacts.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

9 mos. trg. or 9 mos. exp. in using word processing equipment & related software; 3 mos. trg. or 3 mos. exp. in transcription; 9 mos. trg. or 9 mos. exp. in office practices & procedures; 1 course or 3 mos. exp. in the appropriate technical terminology; formal education in arithmetic that includes calculation of fractions & percentages & in alphabetizing, English grammar, punctuation & editing of common English vocabulary.

-Or 6 mos. exp. as Word Processing Specialist 1, 12611.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Work involves constant deadlines, work pile ups, constant noise (e.g., word processor, printer) & interruptions; confined to work area for long periods of time.



STATE OF OHIO (DAS)  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**  
Administrative Assistant  
**MAJOR AGENCIES:**  
All Agencies

**SERIES NO.:**  
6312  
**EFFECTIVE DATE:**

**SERIES PURPOSE:**

The purpose of the administrative assistant occupation is to assist in program direction by relieving superior of administrative duties & assisting in program direction.

At the first level, incumbents relieve superior of routine administrative duties. At the second level, incumbents relieve superior of non-routine administrative duties & formulates & implements program policy &/or supervises assigned staff. At the third level, incumbents relieve superior of variety of difficult administrative duties & formulates & implements program policy &/or supervises assigned staff. At the fourth level, incumbents relieve superior of most difficult administrative duties & formulates & implements program policy or does all of the preceding & supervises assigned staff.

Note: In order to determine whether position is assigned duties of specified administrative nature, compare duties assigned to position in question with those assigned to immediate supervisory position, identify duties that have been delegated to subordinate & scope & impact of those duties on overall program activities of unit, section, division or bureau. The higher the class level, it is expected that there will be an increase in the knowledge of the technical policies & procedures of the operational unit to include training &/or academic background commensurate with the immediate supervisor's assigned program.

Note: This series may be used within agency/institution &/or in community setting.

**CLASS TITLE:**  
Administrative Assistant 1

**CLASS NUMBER:**  
63121

**EFFECTIVE DATE:**  
04/21/1991

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of agency policies & procedures regarding program activities of unit, section, division or bureau in order to assist in program direction by relieving superior of routine administrative duties & make recommendations & assist in developing new procedures & programs.

**CLASS TITLE:**  
Administrative Assistant 2

**CLASS NUMBER:**  
63122

**EFFECTIVE DATE:**  
12/07/1997

**CLASS CONCEPT:**

The advanced level class works under general supervision & requires considerable knowledge of management principles/techniques, supervisory principles/techniques & agency policies & procedures regarding program activities of unit, section, division or bureau in order to assist in program direction by relieving superior of non-routine administrative duties & formulate & implement program policy, or to do all of preceding & supervise assigned staff.

**CLASS TITLE:**  
Administrative Assistant 3

**CLASS NUMBER:**  
63123

**EFFECTIVE DATE:**  
12/07/1997

**CLASS CONCEPT:**

The first administrative level class works under administrative direction & requires thorough knowledge of management principles/techniques, supervisory principles/techniques & agency policies & procedures regarding program activities of unit, section, division or bureau in order to assist in program direction by relieving superior of variety of difficult administrative duties & formulate & implement program policy, or to do all of preceding & supervise assigned staff.



**CLASS TITLE:**  
Administrative Assistant 4

**CLASS NUMBER:**  
63124

**EFFECTIVE DATE:**  
12/07/1997

**CLASS CONCEPT:**

The second administrative level class works under administrative supervision & requires extensive knowledge of management principles/ techniques, supervisory principles/techniques & agency policies & procedures regarding program activities of unit, section, division or bureau in order to assist in program direction by acting for superior & by relieving superior of most difficult administrative duties & formulate & implement program policy, or to do all of preceding & supervise assigned staff.



<b>CLASS TITLE:</b> Administrative Assistant 1	<b>CLASS NUMBER:</b> 63121	<b>BARGAINING UNIT:</b> 14
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**EFFECTIVE DATE:**  
04/21/1991

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists administrator in program direction, researches & analyzes materials, information & programs, provides technical information & advice to administrators in decision making, makes recommendations & assists in developing new procedures & programs, serves as liaison between administrator & subordinates, transmits decisions & directives, represents administrator at meetings & conferences, assumes responsibility & authority in administrator's absence.

Manages business functions of administrator's office; prepares & monitors budgets; prepares payroll; processes bills for payment; purchases supplies & equipment; keeps fiscal & personnel records; interviews prospective employees.

Performs public relations duties; researches & responds to inquiries & complaints; furnishes information & explains programs to public; works on special assignments & projects as directed; prepares reports, publications, memos & presentations for dissemination outside work unit.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of agency policies & procedures regarding area assigned\*; office practices & procedures\*; government structure & process\*; public relations; budgeting; supervisory principles/techniques\*; office management. Ability to gather, collate & classify information according to established methods; cooperate with co-workers on group projects; prepare & deliver speeches; write directives, memos & other publications; define problems, collect data, establish facts & draw valid conclusions; interview job applicants to determine work best suited for them; handle sensitive contacts with public & other work units.

(\*):Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of associate core coursework in business administration, management science or public administration.

-Or 12 mos. trng. or 12 mos. exp. in areas cited previously.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May require travel to community site under contract with Department of Mental Health.



<b>CLASS TITLE:</b> Administrative Assistant 2	<b>CLASS NUMBER:</b> 63122	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**

12/07/1997

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Acts for administrator (e.g., independently answers complex &/or confidential correspondence; conducts staff meetings to discuss rules & operating procedures relating to assigned area; monitors manpower needs & insures sufficient number of personnel to complete special assignments/ projects), serves as liaison between administrator & subordinates, transmits decisions & directives, represents administrator at meetings & conferences, formulates & implements program policy & assumes responsibility & authority in administrator's absence, or does all of preceding & supervises staff (i.e., assigned clerical; maintenance, security &/or lower-level administrative employees).

Researches & analyzes programs, procedures & policies; develops project proposals & program plans; provides technical advice to aid administrators in decision making.

Manages business functions of administrator's office; prepares & administers budgets; oversees maintenance of fiscal controls, authorizes expenditures & purchases; administers special programs & projects; coordinates specific auxiliary functions falling under authority of supervisor.

Performs public relations duties; researches & responds to inquiries & complaints; furnishes information & explains programs to public; writes position papers & reports; makes speeches & gives lectures; prepares news releases.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of supervisory principles/techniques; business administration, management science or public administration; employee training & development\*; interviewing\*; public relations; budgeting. Ability to handle sensitive telephone & face-to-face inquiries & contacts with public & government; write letters, papers, reports & speeches & deliver speeches before general public; develop complex reports & position papers; define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; gather, collate & classify information according to established methods; establish friendly atmosphere as supervisor of work unit.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in business administration, management science or public administration; 12 mos. trg. or 12 mos. exp. in supervisory, administrative &/or managerial position which involved limited research & public contact. If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have valid commercial driver's license.

-Or completion of undergraduate core program in academic field commensurate with program area to be assigned per approved Position Description on file; 12 mos. trg. or 12 mos. exp. in supervisory, administrative, managerial &/or staff position which involved limited research & public contact. If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have valid commercial driver's license.

-Or 36 mos. trg. or 36 mos. exp. in business administration, management science or public administration. If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have valid commercial driver's license.

-Or 12 mos. as Administrative Assistant 1, 63121. If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have valid commercial driver's license.

-Or equivalent of the Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.



**UNUSUAL WORKING CONDITIONS:**

Not applicable.



<b>CLASS TITLE</b> See list below	<b>CLASS NUMBER</b> N/A
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**EFFECTIVE DATE**

These positions will be available during the effective dates of GDC004 and any renewals thereafter.

**JOB DUTIES:**

<b>POSITION</b>	<b>DESCRIPTION</b>
Accountant	Prepares, examines, and analyzes accounting records and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards. Activities to include accounts analysis, reconciliations and assisting with month end close.
Cost Accountant	Prepares, examines, and analyzes accounting records and other financial reports to assess cost factors such as labor, material, and overhead. Compiles reports identifying cost per unit/job and trends.
Sr. Accountant	Prepares financial statements, business activity reports, financial position forecasts, annual budgets, and/or reports required by organization. Prepares, examines, and analyzes accounting records and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards to include account analysis, reconciliations and assisting with month end close.
Accounts Receivable Supervisor	Supervise employees performing billing, cash applications, and collections. Checks figures, postings, and documents for correct entry, mathematical accuracy, and proper coding.
Accounts Payable Supervisor	Supervise employees performing matching, batching and coding of payables to include overseeing the cutting of checks. Verifies figures, postings, and documents for correct entry, mathematical accuracy, and proper coding.
Auditor	Collects and analyzes data to detect deficient controls, duplicated effort, extravagance, fraud, or non-compliance with laws, regulations, and management policies.
Sr. Auditor	Plans and executes financial, regulatory compliance and information systems audits and operational reviews. Evaluates effectiveness of internal controls designed to manage risks by analyzing and testing business processes and procedures to ensure system reliability and data integrity.
Financial Analyst	Analyzes business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses to provide advice. 1-3 years experience.
Sr. Financial Analyst	Analyzes business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses to assist with strategic plans. 3+ years experience.
Payroll Accountant	Compiles employee time, production, and payroll data from time sheets and other records to issue employee paychecks and statements of earnings and deductions. Calculates wages, withholdings, taxes and garnishments. Ensures all payroll transactions are properly recorded on the general ledger.
Budget Analyst	Develops, maintains, and analyzes budgets, preparing periodic reports that compare budgeted costs to actual costs.
Sr. Budget Analyst	Develops, analyzes, and interprets statistical and accounting information in order to appraise operating results in terms of profitability, performance against budget, and other matters bearing on the fiscal soundness and operating effectiveness of the organization. Coordinates and directs the preparation of the budget and financial forecasts, institutes and maintains other planning and control procedures and analyzes and reports variances.
Tax Accountant	Computes taxes owed and prepares tax returns, ensuring compliance with payment, reporting and other tax requirements.



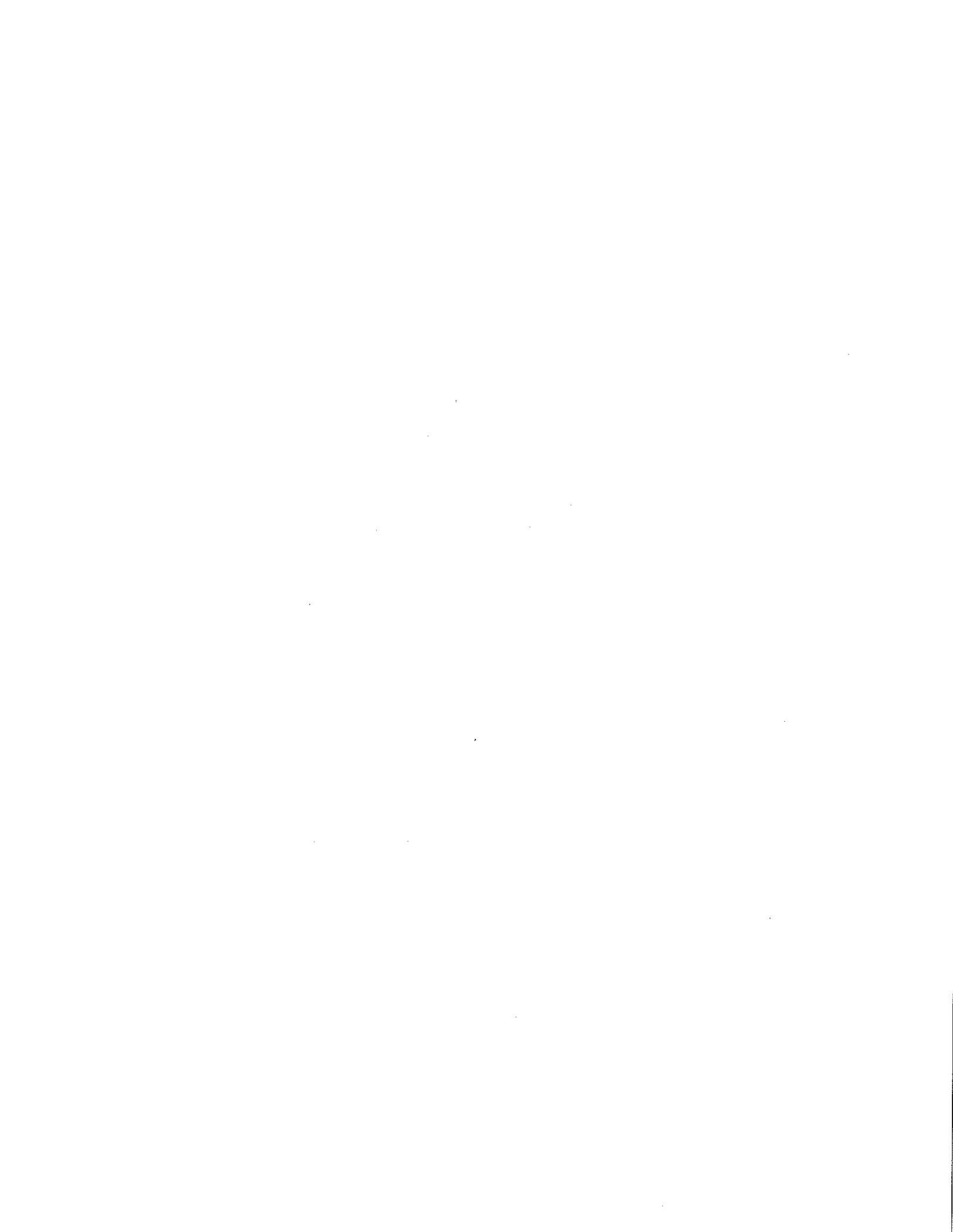
<b>CLASS TITLE</b> See list below	<b>CLASS NUMBER</b> N/A
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**EFFECTIVE DATE**

These positions will be available during the effective dates of GDC004 and any renewals thereafter.

**JOB DUTIES:**

POSITION	DESCRIPTION
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Cost Accountant	Prepares, examines, and analyzes accounting records and other financial reports to assess cost factors such as labor, material, and overhead. Compiles reports identifying cost per unit/job and trends.
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<b>CLASS TITLE</b> See list below	<b>CLASS NUMBER</b> N/A
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**EFFECTIVE DATE**

These positions will be available during the effective dates of GDC004 and any renewals thereafter.

**JOB DUTIES:**

POSITION	DESCRIPTION
Payroll Administrator	Performs all activities necessary to process 1 or more payrolls, including maintaining related records, filing tax reports and voluntary deduction reports, processing involuntary deductions such as levies and garnishments, preparing accounting transactions and documents, documenting and updating procedures, and preparing special reports for management. Responsible for all payroll and related activities. Typically requires 3 to 5 years of payroll experience and a minimum of an associate's degree or equivalent training and education beyond high school.
Document Controller	Compiles and maintains control records and related files to release blueprints, drawings, and engineering documents to manufacturing and other operating departments. Examines documents, such as blueprints, drawings, change orders, and specifications to verify completeness and accuracy of data. Confers with document originators or engineering liaison personnel to resolve discrepancies and compiles required changes to documents. Posts changes to computerized or manual control records, releases documents, and notifies affected departments. Maintains related files. May prepare requests for reproduction of documents. May operate reproduction equipment. May prepare reports and memorandums.
Database Administrator	Support database and data warehouse operations by leading efforts in capacity/availability planning, database security, performance tuning and monitoring, backup and recovery. Participate in the design, implementation, testing and deployment of databases and reports.  Typically requires a Bachelor's Degree in Computer Science, Information Systems or related field, or equivalent work experience and 2+ years of database administration experience

