

**POSITION TITLE:**

Account Clerk 1

**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.

**POSITION TITLE:**

Account Clerk 2

**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 familiar 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 in 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.

**POSITION TITLE:**

Account Clerk 3

**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 in 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 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.

**POSITION TITLE:**

Accountant

**JOB DUTIES:**

Prepares, examines and analyzes accounting records and other financial reports to assess accuracy, completeness and conformance to reporting and procedural standards. Activities to include account analysis, reconciliations and assisting with month end close.

**POSITION TITLE:**

Accounts Payable Supervisor

**JOB DUTIES:**

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.

**POSITION TITLE:**

Accounts Receivable Supervisor

**JOB DUTIES:**

Supervise employees performing billing, cash applications and collections. Checks figures, postings and documents for correct entry, mathematical accuracy and proper coding.

**POSITION TITLE:**

Administrative Assistant 1

**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 a 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 & delivery 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. trg. 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.

**POSITION TITLE:**

Administrative Professional 1

**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).

&amp;/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.

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

C - Serves as lead worker over office support staff (e.g., office assistants, clerks, 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; records management; business communications; administrative practices & procedures\*; general office practices & procedures; agency-specific office practices & procedures\*. Skill in keyboarding; business office software applications (e.g., Microsoft Office); operation of personal computer & office machines (e.g., transcribing equipment, calculators). 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. Other duties as assigned.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

1 yr. trg. or 1 yr. exp. in secretarial science or business office applications.

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 sites

**POSITION TITLE:**

Administrative Professional 2

**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.)**

Relieves superior of routine administrative duties, makes recommendations regarding program activities, researches & analyzes materials, information & programs, provides technical information & advice to administrators to aid in decision making, assists in developing new procedures related to established program policy, serves as liaison between administrator & subordinates, transmits decisions & directives & represents administrator at meetings & conferences.

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 English grammar & composition; arithmetic that includes addition, subtraction, multiplication & division; records management; business communications; administrative practices & procedures\*; general office practices & procedures; agency-specific office practices & procedures\*; budgeting\*; government structure & process\*. Skill in keyboarding; business office software applications (e.g., Microsoft Office); operation of personal computer & office machines (e.g., transcribing equipment, calculators). 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; compose directives, memos & other publications; 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. Other duties as assigned.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of associate core coursework in secretarial science or business office applications from accredited career school or community college.

-Or 18 mos. exp. or 18 mos. trg. in secretarial/administrative professional field.

-Or 6 mos. exp. as Administrative Professional 1, 16871.

-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.

**POSITION TITLE:**

Administrative Professional 3

**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) & if assigned, acts as lead worker over lower-level administrative &/or office support staff.

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; arithmetic that includes addition, subtraction, multiplication & division; records management; business communications; administrative practices & procedures\*; general office practices & procedures; agency-specific office practices & procedures\*; budgeting\*; government structure & process\*. Skill in keyboarding; business office software applications (e.g., Microsoft Office); operation of personal computer & office machines (e.g., transcribing equipment, calculators). 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. Other duties as assigned.

(\* ) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of associate core coursework in secretarial science or business office applications from accredited career school or community college; 12 mos. exp. in secretarial/administrative professional field.

-Or 30 mos. exp. or 30 mos. trg. in secretarial/administrative professional field.

-Or 12 mos. exp. as Administrative Professional 2, 16872.

-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.

**POSITION TITLE:**

Administrative Secretary

**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 skills 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.

**POSITION TITLE:**

Aircraft Maintenance Technician

**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 aircraft & engine inspections, makes repairs & alterations to aircraft, performs maintenance in compliance with aviation regulations, performs operational checks in accordance with FAA (i.e., Federal Aviation Administration) regulations (e.g., performs engine diagnosis & operational checks), &/or inspects work for compliance with FAA regulations & certifies airworthiness of aircraft components. Operates & maintains sophisticated technical aircraft precision testing, calibration, measuring, charging & balancing equipment & uses specialized machine tooling & hand tools. Operates & maintains tugs, gas trucks & related ground support equipment (e.g., assists in refueling operations & grounds handling of aircraft; assists in grounds care & snow removal; repairs & makes alterations to equipment). Prepares & maintains various work related documentation (e.g., maintains records regarding work performed such as maintenance & equipment reports, orders needed parts, maintains service manuals, files & logbooks) & performs work related miscellaneous tasks (e.g., researches aircraft records, status reports, service bulletins, airworthiness directives & flight schedules).

**MAJOR WORKER CHARACTERISTICS**

Knowledge of aircraft mechanics & related safety practices; Federal Aviation Administration rules & regulations & agency policy & procedures regarding aircraft maintenance, operation & inspection; aircraft engine inspection procedures; arithmetic to include fractions decimals & percentages. Skill in performing aircraft repairs, alterations & maintenance; operation & maintenance of aircraft ground support equipment. Ability to understand system of aircraft mechanical procedures; maintain accurate records; prepare meaningful, concise & accurate reports; demonstrate physical dexterity.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Possess Airframe & Powerplant Mechanic Certificate issued by Federal Aviation Administration; completion of accredited aviation maintenance technology degree program; 3 yrs. exp. in aircraft maintenance operations; 9 mos. exp. in operation & maintenance of ground support equipment. In addition to the preceding, technicians certifying airworthiness of aircraft must also possess Inspection Authorization Certificate. -Or equivalent of Minimum Class Qualifications for Employment noted above may be substituted for the experience required, but not for the mandated certificate.

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

If applicable, Inspection Authorization Certificate must be renewed annually.

**UNUSUAL WORKING CONDITIONS**

Exposed to noise, odors & dust; exposed to hazardous materials; may require overnight travel; may work weekends &/or rotating shifts.

**POSITION TITLE:**

Auditor

**JOB DUTIES:**

Collects and analyzes data to detect deficient controls, duplicated effort, extravagance, fraud or non-compliance with laws, regulations and management policies.

**POSITION TITLE:**

Budget Analyst

**JOB DUTIES:**

Develops, maintains and analyzes budgets, preparing periodic reports that compare budgeted costs to actual costs.

**Position Title:**

Business Analyst 1 &amp; 2

**CLASSIFICATION SERIES:**

Business Analyst 1 &amp; 2

**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 codes.

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 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 if 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 on 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 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, deep 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).

**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 the 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,

&

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; complies & 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.

(\*) Developed after employment.

**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 lie 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 service 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., with past 5 years) in delivery of human services that included explaining & applying child support laws, policies & procedures & child support lv-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 automating 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.

**POSITION TITLE:**

Clerk 1

**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 &/or 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.

**POSITION TITLE:**

Clerk 2

**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 Clerk I, 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.

**POSITION TITLE:**

Clerk 3

**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 (i.e., 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\*; 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.

**POSITION TITLE:**

Computer Operator 1

**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 devices).

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.

**POSITION TITLE:**

Computer Operator 2

**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 communications, 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 records/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.

**POSITION TITLE:**

Computer Operator 3

**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-time computer-based training to lower-level operators; resolves network problems involving mainframe (multiple in Department of Administrative Services) &/or microcomputer & 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 computer 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.

**POSITION TITLE:**

Cook 1

**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 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 youth &/or infectious diseases.

**POSITION TITLE:**

Cook 2

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

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.

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 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 youth &/or infectious diseases.

**POSITION TITLE:**

Correctional Food Service Coordinator

**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 1 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.

**POSITION TITLE:**

Correctional Food Service Manager 1

**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 in rotating shifts; may be exposed to inmates who are dangerous or hostile.

**POSITION TITLE:**

Cost Accountant

**JOB DUTIES:**

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.

**POSITION TITLE:**

Custodial Worker

**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:**

Exposure 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.

**POSITION TITLE:**

Customer Service Assistant 1

**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 the 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 machines, 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 Service 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 day per week operations.

**POSITION TITLE:**

Customer Service Assistant 2

**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.)**

Act in place of deputy registrar for issuance/transfer/renewal of standard or special license plates, validation stickers, placards, driver & vehicle registration &/or any other items normally issued by deputy registrars or process requests for items related to driver & vehicle registration that cannot be purchased elsewhere for Bureau of Motor Vehicles;

OR

Processes transactions that require decision to be made in accordance with applicable laws, rules, policies & procedures & involves billing for or collection/release of money for transactions handled or other encumbrance activity, excluding billing for or collection of money for photocopying (e.g., Medicaid waiver claims associated with billing; maintenance of CAS vendor file, communicating with agencies & vendors to resolve discrepancies/errors & correcting rejecting documents: processing of unclaimed motor vehicle affidavits & surrendering of titles);

OR

Responds to inquiries, requests for information &/or complaints that require in-depth knowledge of applicable laws, rules, policies & procedures as they pertain in given situation & independently determines appropriate action for resolution (e.g., assists lottery agents with consignment & validation of lottery tickets, processing prize payments & claims processing that involves issuing authorization to bank representative for customer using bank cashing method for payment, advises customers regarding claims process & provides assistance when prizewinner ticket will not validate; resolves or refers complaints &/or inquiries filed with State Medical Board of Ohio),

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.

Handles any or all inquiries, requests & complaints &/or processing of transactions normally performed by lower-level customer service assistants during their absence, peak periods or as needed.

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, printer &/or facsimile machine with paper &/or toner & clears paper jams; coordinates or arranges for food service &/or equipment for meetings/conferences.

Assists in providing training to new customer service assistants &/or cross training to customer service assistants from other work units (e.g., lets employee listen in calls & shadow performance of other tasks to learn how to handle them & apply appropriate laws, rules, legal interpretations, policies &/or procedures applicable to each situation).

**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 laws, rules, policies &/or procedures applicable to routine & non-routine inquiries, requests, complaints &/or transactions involving variety of variables within familiar context; handle routine & non-routine inquiries, requests, complaints &/or transactions received in writing &/or by telephone, teletype, e-mail, in-person contacts &/or by 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. Other duties as assigned.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

9 mos. trg. or 9 mos. exp. in office practices & procedures; 9 mos. trg. or 9 mos. exp. in public relations or customer service that included techniques for handling difficult people; 9 mos. trg. or 9 mos. exp. in typing, keyboarding, data entry or word processing; 9 mos. trg. or 9 mos. exp. in operation of personal computer.

-Or equivalent of Minimum Qualifications for Employment noted above.

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

Not applicable.

**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 day per week operations.

**POSITION TITLE:**

Data Entry Operator 1

**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 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.

**POSITION TITLE:**

Data Entry Operator 2

**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, tape or card, video display terminal), operates electric typewriter.

Performs clerical tasks related to data processing (e.g., proofreads, files, 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; 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 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 have minimum of 10,000 net key strokes per hour on an alpha numeric keyboard.

-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.

**POSITION TITLE:**

Data Entry Operator 3

**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 or 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.

**POSITION TITLE:**

Database Administrator

**JOB DUTIES:**

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.

**POSITION TITLE:**

Delivery Worker

**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.)**

Loads & unloads vehicles & picks up & delivers various materials (e.g., food, supplies, furniture, payrolls, drugs, mail, laboratory specimens, books, laundry, parts, machinery) on scheduled local or statewide route.

Performs minor maintenance or schedules vehicle for maintenance (e.g., gas, oil, tires, battery, washing); checks merchandise & material on invoice for accountability; performs stockroom duties; assists in mailroom; maintains records of mail, equipment, supplies, cargo, delivery dates & other items as necessary.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of agency's practices & procedures for pick up, delivery & storage of materials\*; arithmetic to include additions, subtraction, multiplication & division. Skill in operation of motor vehicles used for pick up & delivery. Ability to calculate whole numbers; accurately complete routine forms & records; read, copy & record figures precisely without error; deal with problems involving several variables; read short sentences; lift 50-100 pounds; demonstrate physical fitness. Other duties as assigned.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic to include addition, subtraction, multiplication & division & in reading, writing & speaking English; valid driver's 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 Minimum Class Qualifications for Employment noted above.

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

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Requires travel; exposed to weather variations.

<b>POSITION TITLE:</b> Document Controller
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**JOB DUTIES:**

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.

<b>POSITION TITLE:</b> Drafting Coordinator
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**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) over lower-level drafting technicians in all phases of preparing & drafting design projects, coordinates drafting & design work to ensure all interested parties are informed regarding status of project, ensures survey crews are furnished with pertinent data, performs final drafting work (e.g., checks for conformance with specifications & does final revisions), performs major plan revisions (i.e., change orders) reviewed by engineers & designs details (e.g., approaches, pavement, minor structures).

Performs engineering calculations, prepares detailed estimates; performs drafting work & prepares final plans (e.g., plots & drafts from survey notes; prepares sketches & details).

Reviews & checks plans & specifications to conform with standard engineering procedures & state regulations; maintains drafting equipment & inventory of drafting supplies.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of drafting & design technology; employee training & development\*; mathematics to include geometry. Skill in use of computer & computer aided design & drafting techniques. Ability to apply descriptive geometry; deal with problems involving several variables within familiar context.

(\* ) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of associate core program in drafting & design technology; 12 mos. exp. in drafting & design.

-Or 24 mos. exp. in drafting & design to include use of various drafting instruments, descriptive geometry & interpretation of engineering drawings.

-Or 6 mos. exp. as Drafting Technician 2, 84112.

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

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

On-job seminars & workshops.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

<b>POSITION TITLE:</b> Drafting Technician 1
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**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.)**

Details plans & profiles, performs routine drafting work necessary for completing plans (e.g., sketches, traces, inks & letters), designs minor additions or changes to plans under close review & interprets & plots field survey notes.

Performs basic engineering calculations under supervision (e.g., earthwork, pavements, grading); computes preliminary material estimates; assists in field surveys.

Designs & prepares charts, graphs & maps for special engineering studies &/or public displays as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of drafting & design technology; mathematics to include geometry. Skill in use of computer & computer aided design & drafting techniques\*. Ability to deal with problem involving several variables within familiar context; cooperate with co-workers.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of associate core program in drafting & design technology.

-Or 12 mos. exp. in drafting & design position to include use of various drafting instruments, descriptive geometry & interpretation of engineering drawings.

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

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

On-job seminars & workshops.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

**POSITION TITLE:**

Drafting Technician 2

**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.)**

Drafts preliminary plans & working drawings from survey notes & data, prepares detailed sketches & performs field surveys as necessary.

Prepares proposed & final plans (e.g., inks, letters); reviews work to conform with standard engineering procedures & state codes.

Performs limited design work (i.e., designs minor details & alterations to plans independently & in cooperation with engineers; makes preliminary design recommendations when assigned).

Performs engineering calculations (e.g., earthwork, grading, square footage); computes involved cost & material estimates; assists in field surveys & special studies as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of drafting & design technology; mathematics to include geometry. Skill in use of computer & computer aided design & drafting techniques. Ability to deal with variety of variables in somewhat familiar context; apply descriptive geometry; cooperate with co-workers.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of associate core program in drafting & design technology; 6 mos. exp. in drafting & design position.

-Or 18 mos. exp. in drafting & design position to include use of various drafting instruments, descriptive geometry & interpretation of engineering drawings.

-Or 6 mos. exp. as Drafting Technician 1, 84111.

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

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

On-job seminars & workshops.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

**POSITION TITLE:**

Epidemiology Investigation Project Manager

**Major Agency to Use this Position**

Department of Health

**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.)**

Plans, directs, organizes & manages all administrative aspects of one or more comprehensive statewide epidemiology programs & supervises lower level supervisory, administrative, professional &/or paraprofessional epidemiology staff (e.g., develops applications for & administers federal grants; acts as principal investigator on complex grants; develops & implements goals & objectives; acts as liaison with agency bureaus, divisions, offices, local, state & federal agencies to include local health agencies, environmental protection agency, community groups &/or associations.

Plans & directs all aspects of epidemiological activities to generate or test hypothesis about disease causation & disease distribution to include planning & implementing surveillance systems, surveys, field investigations, evaluations & special studies; planning & implementing data collection & data management systems to include development & updating of data bases; planning & directing data analysis & presentation using bio-statistical, graphing & GIS mapping software; ensures quality, integrity & security of data; ensures confidentiality & security protocols are in place, appropriate, legal & followed; ensures scientific integrity of epidemiological & bio-statistical methods employed in projects; reviews & edits reports prepared by staff or other program areas.

Interprets data & study findings for prevention program planners, health resource planners & policy makers; prepare, edit & review documents for publication; gives presentations to technical audiences & general public; in conjunction with program planners, sets priorities for surveillance analysis/investigation; coordinates with other surveillance systems & programs to ensure efficiency of data collection; interface with legal, public affairs & state epidemiologists as necessary regarding surveillance, investigation & analysis.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of data management; general management\*; supervisory principles/techniques; employee training & development; budgeting; manpower planning\*; public relations; epidemiology; biostatistics; human relations; interviewing; agency policies & procedures pertaining to epidemiological investigations & control of infectious & chronic diseases; research methodology; environmental health; psychology; sociology; health economics & health planning; public administration. Ability to deal with many variables & determine specific action; develop complex reports & position papers; understand somewhat abstract field of study (e.g., epidemiology, biostatistics); prepare & deliver speeches before specialized audiences & general public; resolve complaints from angry citizens & government officials; write &/or edit technical, scientific or advanced literary publications.

(\* ) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in public health or preventive medicine; 24 mos. exp. epidemiology investigation with local or federal health agency which included 12 mos. exp. in either supervisory principles/techniques or performing duties comparable with duties of Epidemiology Investigation Supervisor, 65765; 1 course in budgeting or 3 mos. exp. in preparing budgets for operational unit.

-Or 6 mos. exp. as Epidemiology Investigation Supervisor, 65765.

-Or alternative, 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; may be away from home & normal work site up to 30 days during emergencies; may be exposed to contagious & communicable diseases & toxic or hazardous chemicals.

**POSITION TITLE:**

Epidemiology Investigation Supervisor

**Major Agency to Use this Position**

Department of Health

**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.)**

Plans, implements & manages all aspects of statewide &/or surveillance program (e.g., develops surveillance systems & implements epidemiological studies to assess levels of disease, disease risk or health behaviors; produces data to prioritize issues with public health concern & evaluation programmatic activities; monitors & ensures quality & security of data; evaluates & improves effectiveness of epidemiology & surveillance systems; ensures epidemiology & surveillance activities are conducted in compliance with Ohio laws, federal standards & grant requirements), participates in development of section & bureau policies to maximize value of surveillance data & epidemiological data for monitoring of health events & supervises lower-level epidemiology investigators assigned to one unit.

Oversees gathering & analysis of data to develop conclusions & generate hypothesis & theories regarding disease existence, spread & etiology, organizes surveillance systems & implements epidemiological studies to monitor disease patterns; coordinates collection, quality control & analysis of data related to morbidity, mortality & health behaviors; directs or participates in field investigations; prioritizes areas of public health concern requiring investigation.

Prepares &/or reviews & edits reports generated from investigations & research; writes &/or edits material for professional journals; prepares &/or assists in preparation of progress reports, research proposals & budgets.

Maintains liaison with city, county, state & federal officials to obtain information & explain & interpret investigations; serves on committees & advisory boards; provides consultation & training to agency personnel, scientific & medical professionals & general public; answers questions of general public; acts as contact person for news media & appears on radio or television when directed.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of data management\*; supervisory principles/techniques\*; employee training & development\*; budgeting\*; epidemiology; biostatistics; human relations; interviewing; agency policies & procedures pertaining to epidemiological investigations & control of infectious & chronic diseases. Ability to deal with many variables & determine specific action; use proper research methods in gathering data; understand somewhat abstract field of study (e.g., epidemiology, biostatistics); write &/or edit technical, scientific or advanced literary publications; prepare & deliver speeches before specialized audiences & general public; handle sensitive inquiries from & contacts with officials & general public; demonstrate dexterity to use hands skillfully.

(\* ) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in public health or preventive medicine; 12 mos. exp. epidemiology investigation with local or federal health agency which included 6 mos. exp. performing duties comparable with duties of Epidemiology Investigator 3, 65763.

-Or 6 mos. exp. as Epidemiology Investigator 3, 65763.

-Or alternative, 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; may be away from home & normal work site up to 30 days during emergencies; may be exposed to contagious & communicable diseases & toxic or hazardous chemicals.

**POSITION TITLE:**

Epidemiology Investigator 1

**Major Agency to Use this Position**

Department of Health

**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 in investigation & control of infectious & chronic diseases & related environmental public health problems (e.g., makes field visits to abstract epidemiological health data from confidential medical records of hospitals, clinics &/or physicians & through personal interviews of affected persons; establishes exposure & evaluates risk of disease or epidemic), collects &/or monitors collection of human biological & environmental specimens, assures delivery to laboratory & writes or assists in writing reports of investigations.

Assists in analysis of tabulated epidemiological data by using standard basic statistical measures appropriate for specific data sets (e.g., measures of variability, statistical significance of association, incidence & prevalence rates & interval estimates).

Assists in arranging for cooperative use of epidemiological data within department, other state agencies, other states & federal government; explains policy pertaining to communicable disease control isolation requirements & laboratory fee exemptions to general public & local public health professionals.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of biology; chemistry; microbiology; epidemiology\*; human anatomy; human relations; interviewing\*; statistics; agency policies & procedures pertaining to epidemiological investigations & control of infectious & chronic diseases\*; electronic data processing (i.e., statistical analysis systems & statistical package for social sciences)\*. Skill in operating phlebotomy equipment\*. Ability to interpret variety of instructions in written, oral & schedule form which may be technical; gather, collate & classify information about data, people or things; understand practical field of study (i.e., epidemiology); prepare meaningful, concise & accurate reports; answer routine telephone inquiries from public; demonstrate dexterity to use hands skillfully.

(\* ) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in physical/natural sciences (e.g., biology, chemistry, microbiology) to include coursework in each of following areas: biology, chemistry, microbiology & human anatomy; 1 course or 3 mos. exp. in statistics; valid driver's license.

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

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

Phlebotomy training after 6-12 months.

**UNUSUAL WORKING CONDITIONS:**

Requires travel; may be exposed to contagious & communicable diseases & toxic or hazardous chemicals; may be required to be away from home & normal work site up to 30 days during emergencies.

**POSITION TITLE:**

Epidemiology Investigator 2

**Major Agency to Use this Position**

Department of Health

**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.)**

Investigates, collects & analyzes endemic or epidemic situation of infectious or chronic diseases, or other health conditions (e.g., injuries, adverse reproductive outcomes) & related environmental public health problems through in-house or onsite visits, appropriate statistical analysis & methods using statistical computer software packages (e.g., SAS, Epi Info & SPSSX), collects &/or monitors state or local public health personnel in collection of epidemiological data necessary for surveillance of specific diseases or epidemic situations (i.e., abstract data from confidential medical records or through personal interviews with patients, contacts or medical personnel), interprets statistics & reaches conclusions regarding causes, spread & prevention of disease under investigation, collects &/or monitors collection of human biological & environmental specimens & assures delivery to laboratory.

Operates personal computer to apply appropriate statistical analysis & methods using statistical computer software packages (e.g., SAS Epi Info & SPSSX) designed & used for collection, processing & reporting epidemiological data; statistics; conducts & coordinates electronic data transmissions from one computer to another; writes software applications; creates reports with computer software.

Writes &/or edits reports & recommendations from data gather, determines impact upon community considering persons, animals or environment sampled & tested, treated, isolated or prophylaxed including preparation for presentation in court to determine liability, if necessary.

Tabulates & analyzes epidemiological data using standard basic statistical measures appropriate for specific data sets (e.g., measures variability, statistical significance of association, incidence & prevalence rates & their interval estimates).

Explains semi-specialized matters (e.g., disease specifics, prophylaxis, control & isolation in response to identified disease problems) to general public, medical & hospital professionals & local health agencies; works with local public health agencies & physicians in assessing, planning, developing & executing surveillance & preventive disease control programs; prepares material for &/or speaks at medical professional &/or public education programs; assists with distribution of data within department for cooperative use by other state agencies, other states & federal agencies.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of biology; microbiology; physiology; human anatomy; chemistry; epidemiology; statistics; human relations; interviewing; agency policies & procedures pertaining to epidemiological investigations & control of infectious & chronic diseases\*; electronic data processing (i.e., statistical analysis systems & statistical package for social sciences); computer operations. Skill in operating phlebotomy equipment\*; personal computer. Ability to use proper research methods in gathering data; define problems, collect data, establish facts & draw valid conclusions; handle sensitive inquiries from & contacts with officials & general public; prepare meaningful, concise & accurate reports; interpret extensive variety of technical material in books, journals & manuals; prepare & deliver speeches before specialized audiences & general public; provide routine information to telephone inquiries from public; demonstrate dexterity to use hands skillfully.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in public health or preventive medicine; 3 courses or 9 mos. exp. in use of statistical computer software packages; 1 course or 3 mos. exp. in epidemiology; 1 course or 3 mos. exp. in physiology; 1 course or 3 mos. exp. in statistics; 1 course or 3 mos. exp. in human relations; 1 course or 3 mos. exp. in interviewing; 6 mos. exp. working in research or specific laboratory identifying or researching infectious or chronic diseases &/or related environmental health problems; must be able to provide own transportation.

-Or 6 mos. exp. as Epidemiology Investigator 1, 65761; must be able to provide own transportation

-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:**

Requires travel; may be away from home & normal work site up to 30 days during emergencies; may be exposed to contagious & communicable diseases & toxic or hazardous chemicals.

**POSITION TITLE:**

Epidemiology Investigator 3

**Major Agency to Use this Position**

Department of Health

**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.)**

Initiates, designs & conducts epidemiological projects, research & investigations, &/or coordinates epidemiological data base management & provides quality control for data management aspects of investigations (e.g., AIDS, breast & cervical cancer), or to do one of preceding options & serve as lead worker (i.e., provide work direction & training) over lower level epidemiology investigators & support staff, provides technical advice & guidance on data collection methods & case findings to other employees & outside agencies, reviews technical & confidential case reports for accuracy & correctness, monitors analysis of data to predict increases or decreases in morbidity & mortality & assists in evaluation of levels of success of prevention programs, collects &/or monitors collection of human biological & environmental specimens & processes & assures delivery to laboratory.

Tabulates & analyzes epidemiological data using standard & complex statistical measures & determines appropriate statistical methods for specific datasets (e.g., calculations of rates; generation of projections & estimates; logistical regression & other multivariate regression).

Operates personal computer to apply appropriate statistical analysis & methods using statistical computer software packages (e.g., SAS, Epi Info & SPSSX) designed & used for collection processing & reporting epidemiological data & statistics; conducts & coordinates electronic data transmissions from one computer to another; writes software applications; creates reports with computer software.

Directs &/or participates in completion of scientific reports of ad hoc teams (e.g., evaluation of validity & possible significance of findings for protection of public health) & assists in preparation of investigations & research for publication.

Coordinates literature reviews; responds to information requests from physicians, hospitals & general public; answers questions from news media on specific projects or investigations; coordinates efforts with investigators in other agencies; gives presentations at professional meetings.

Assists supervisor with administrative duties (e.g., makes recommendations regarding expenditures of funds & use of personnel for disease prevention programs; assists with development of intra-unit policies & methods).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of biology; microbiology; physiology; human anatomy; chemistry; epidemiology; biostatistics; human relations; interviewing; agency policies & procedures pertaining to epidemiological investigations & control of infectious & chronic diseases\*; electronic data processing (i.e., statistical analysis systems & statistical package for social sciences); computer operations. Skill in operating phlebotomy equipment\*; personal computer. Ability to select & use proper statistical & research methods in gathering, interpreting & developing data; define problems, collect data, establish facts & draw valid conclusions; handle sensitive inquiries from & contacts with officials & general public; write &/or edit articles for publication; prepare & deliver speeches before specialized audiences & general public; demonstrate dexterity to use hands skillfully.

(\* ) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in public health or preventive medicine; 3 courses or 9 mos. exp. in use of statistical computer software packages; 6 mos. exp. as epidemiology investigator with local or federal health agency; must be able to provide own transportation.

-Or 6 mos. exp. as Epidemiology Investigator 2, 65762; must be able to provide own transportation

-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; may be away from home & normal work site up to 30 days during emergencies; may be exposed to contagious & communicable diseases & toxic or hazardous chemicals.

<b>POSITION TITLE:</b> Executive Secretary 1
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**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 3yrs. 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.

**POSITION TITLE:**

Financial Analyst

**JOB DUTIES:**

Analyzes business operations, trends, costs, revenues, financial commitments and obligations to project future revenues and expenses to provide advice. 1-3 years experience.

**POSITION TITLE:**

Food Service Coordinator 1

**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 or 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 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.

<b>POSITION TITLE:</b> Food Service Worker
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**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 food.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of food service procedures, addition & subtraction of whole numbers. Skill in operation of food service 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 & writing 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 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 heat from kitchen; may be exposed to dangerous or hostile consumers, residents or youths; may work rotating days &/or weekends.

**POSITION TITLE:**

Groundskeeper 1

**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 & 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 of whole numbers; 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 instructions; 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 of revised code, Director of Administrative Services has determined this 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:**

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.

**POSITION TITLE:**

Health Planning Administrator 1

**Major Agencies**

Department of Aging, Health, Rehabilitation & Correction, Youth Services only

**GLOSSARY:** The following terms will be used throughout the classification specification and are to be interpreted as follows.

**Block Grant:** Federal mechanism to consolidated (i.e., block) individual funding sources under one program announcement & funding award.

**Bureau:** In the Ohio Department of Health, the bureaus are identified in Chapter 37 of the Administrative Code promulgated by the Ohio Public Health Council.

**Division:** In the Ohio Department of Health, the divisions are identified in Chapter 37 of the Administrative Code promulgated by the Ohio Public Health Council.

**Correctional Health Care Program:** In the Ohio Department of Youth Services, a system of preventative & therapeutic services that provide for the physical & mental well-being of an adjudicated juvenile population. Includes medical & dental services, mental health services, nursing, pharmaceutical services, personal hygiene, dietary services & environmental conditions.

**Employee Health Service Network:** Series of occupational health units in various state locations.

**Nursing Health Authority:** In the Ohio Department of Youth Services, is the nursing director who is responsible for provision of all phases of statewide juvenile correctional health care programs & nursing services.

**Policy Development:** The application of research & evaluative methods to provide input in the construction of public policy with particular emphasis on the analysis of differing impact & long range ramifications of alternatives, decisions/choices in direct support of the division's strategic measures & monitoring environmental hazards.

**Public Health:** The science & practice of protecting & improving the health of a community, as by preventative medicine, health education, control of communicable diseases, application of sanitary measures & monitoring environmental hazards.

**Public Health Program:** In the Ohio Department of Health, population based services & interventions which protect entire populations from illness, disease & injury & for the purposes of this classification specification are designated a public health program by journal entry of the appointing authority.

**Section:** Comprised of two or more work units, with each unit having a minimum of two full time permanent employees & one filled full time permanent supervisory position.

**Unit:** Work group comprised of at least two full-time permanent employees.

**Note:** This class series is restricted for use by Aging, Health, Rehabilitation & Correction & Youth Services.

**CLASS CONCEPT:**

The supervisory level class works under general direction & requires thorough knowledge of health-related field & management in order to supervise unit staff responsible for implementing health care, health care access, prevention or promotion activities.

**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 unit staff responsible for implementing health care, health care access, prevention or promotion activities.

Reviews & directs review of proposals submitted for funding by local agencies to determine compliance with agency standards & federal & state guidelines & recommends action to be taken; follows up on approved program activities; develops monitoring & evaluation systems; conducts on-site reviews of assigned program activities; directs preparation of & prepares required reports & records; originates correspondence; conducts needs assessment.

Develops or assists in developing & enforcing criteria & standards for operation of health facilities, assists in development of methods & guidelines for administering & awarding funds & writes proposals for funding; participates in development of division goals & objectives; makes presentations; attends meetings & conferences; responds to inquiries & complaints; consults with other departmental staff.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of health-related field, or management; program planning, policy implementation & program evaluation; epidemiology, data collection & analysis; health care organization & health care systems delivery; budget development; federal & state laws & rules governing administration of assigned program\*; technical writing; effective oral communication; management consulting; public relations; supervisory principles/techniques\*; employee training & development\*. Ability to define problems, collect data, establish facts & draw valid conclusions; use statistical analysis; develop complex reports & position papers; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with officials & general public; establish friendly atmosphere as supervisor.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in field of public health, health administration, preventive medicine, social work, nursing or other health-related field, or public policy & management/public administration or business administration with education to be commensurate with approved position description on file.

-Or 3 yrs. exp. in health program delivery (e.g., program implementation, program coordination, program monitoring & evaluation, budget development, grant writing/review, providing technical assistance) with experience to be commensurate with approved position description on file.

-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.

**POSITION TITLE:**

Health Planning Administrator 2

**Major Agencies to use this Position**

Department of Aging, Health, Rehabilitation &amp; Correction, Youth Services only

**GLOSSARY:** The following terms will be used throughout the classification specification and are to be interpreted as follows.

**Block Grant:** Federal mechanism to consolidated (i.e., block) individual funding sources under one program announcement & funding award.

**Bureau:** In the Ohio Department of Health, the bureaus are identified in Chapter 37 of the Administrative Code promulgated by the Ohio Public Health Council.

**Division:** In the Ohio Department of Health, the divisions are identified in Chapter 37 of the Administrative Code promulgated by the Ohio Public Health Council.

**Correctional Health Care Program:** In the Ohio Department of Youth Services, a system of preventative & therapeutic services that provide for the physical & mental well-being of an adjudicated juvenile population. Includes medical & dental services, mental health services, nursing, pharmaceutical services, personal hygiene, dietary services & environmental conditions.

**Employee Health Service Network:** Series of occupational health units in various state locations.

**Nursing Health Authority:** In the Ohio Department of Youth Services, is the nursing director who is responsible for provision of all phases of statewide juvenile correctional health care programs & nursing services.

**Policy Development:** The application of research & evaluative methods to provide input in the construction of public policy with particular emphasis on the analysis of differing impact & long range ramifications of alternatives, decisions/choices in direct support of the division's strategic measures & monitoring environmental hazards.

**Public Health:** The science & practice of protecting & improving the health of a community, as by preventative medicine, health education, control of communicable diseases, application of sanitary measures & monitoring environmental hazards.

**Public Health Program:** In the Ohio Department of Health, population based services & interventions which protect entire populations from illness, disease & injury & for the purposes of this classification specification are designated a public health program by journal entry of the appointing authority.

**Section:** Comprised of two or more work units, with each unit having a minimum of two full time permanent employees & one filled full time permanent supervisory position.

**Unit:** Work group comprised of at least two full-time permanent employees.

**Note:** This class series is restricted for use by Aging, Health, Rehabilitation & Correction & Youth Services.

**CLASS CONCEPT:**

The first managerial level class works under general direction & requires thorough knowledge of health-related field & management in order to manage one or more public health program(s) as designated by journal entry of appointing authority in Ohio Department of Health, or in Department of Rehabilitation & Correction, plans & directs nursing care at Corrections Medical Center & in addition to one of the preceding options, supervise assigned staff, or in Department of Health, serve as block grant administrator for assigned division, develop statewide policies & procedures on behalf of department for federal block grant (e.g., maternal & child health or preventive health & health services), develop division block grant application process & monitor division's annual report to federal government, & if assigned, supervise staff.

**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.)**

In Ohio Department of Health, as designated by journal entry of appointing authority, manages one or more public health program(s) (e.g., assists higher level administrator or bureau chief in development of program goals & objectives; develops program budget, develops and & oversees implementation of program performance standards, monitors & reviews & directs review of proposals submitted for funding by local agencies to determine compliance with agency standards & federal & state guidelines & recommends action to be taken, follows up on approved programs, develops monitoring & evaluation systems, directs on-site reviews of assigned programs, coordinates variety of administrative activities in accordance with agency, state & federal laws, rules & regulations to accomplish program operations);

OR

In Department of Rehabilitation & Correction, plans & directs nursing care for Corrections Medical Center (e.g., oversees nursing care services, establishes & implements nursing care programs, establishes & drafts nursing policy & procedures for medical center).

OR

In Ohio Department of Health, serves as Block Grant Administrator for assigned division, develops statewide policies & procedures on behalf of department for federal block grant (e.g., Maternal & Child Health or Preventive Health & Health Services), develops division block grant application process & monitors division's annual report to federal government, & if assigned, supervises staff.

Acts as liaison between various units, bureaus & divisions in department & with other government agencies; coordinates health care services & resources with other bureaus/divisions; advises department heads on program-related matters; identifies & organizes new & existing community resources; conducts needs assessment; prepares & delivers speeches to community groups; attends variety of meetings & conferences.

Directs preparation of & prepares & reviews reports; reviews grant proposals &/or budget reports & takes appropriate action; responds to inquiries & complaints; originates correspondence; develops monitoring & evaluation systems.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of health-related field, or management; program planning, policy implementation & evaluation; policy planning & implementation; epidemiology, health information systems & data collection; health care organization & health care systems delivery; budget development & fiscal control; supervisory principles/techniques; federal & state laws & rules governing administration of assigned program\*; management consulting; technical writing; effective oral communication; public relations; employee training & development. Ability to define problems, collect data, establish facts & draw valid conclusions; use statistical analysis; develop complex reports & position papers; gather, collate & classify information about data, people or things; interpret extensive variety of material in books, journals & manuals; handle sensitive inquiries from & contacts with officials & general public; prepare & deliver speeches before non-technical audiences; establish friendly atmosphere as manager.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in field of public health, health administration, preventive medicine, social work, nursing or other health-related field, or public policy & management/public administration or business administration; 12 mos. exp. in planning & administering health program(s), with education & experience to be commensurate with approved position description on file.

-Or 4 yrs. exp. in planning & administering health program(s), with experience to be commensurate with approved position description on file.

-Or 12 mos. exp. as Health Planning Administrator 1, 65245, with experience to be commensurate with approved position description on file.

-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.

**POSITION TITLE:**

Health Planning Administrator 3

**Major Agencies to use this Position**

Department of Aging, Health, Rehabilitation &amp; Correction, Youth Services only

**GLOSSARY:** The following terms will be used throughout the classification specification and are to be interpreted as follows.

**Block Grant:** Federal mechanism to consolidated (i.e., block) individual funding sources under one program announcement & funding award.

**Bureau:** In the Ohio Department of Health, the bureaus are identified in Chapter 37 of the Administrative Code promulgated by the Ohio Public Health Council.

**Division:** In the Ohio Department of Health, the divisions are identified in Chapter 37 of the Administrative Code promulgated by the Ohio Public Health Council.

**Correctional Health Care Program:** In the Ohio Department of Youth Services, a system of preventative & therapeutic services that provide for the physical & mental well-being of an adjudicated juvenile population. Includes medical & dental services, mental health services, nursing, pharmaceutical services, personal hygiene, dietary services & environmental conditions.

**Employee Health Service Network:** Series of occupational health units in various state locations.

**Nursing Health Authority:** In the Ohio Department of Youth Services, is the nursing director who is responsible for provision of all phases of statewide juvenile correctional health care programs & nursing services.

**Policy Development:** The application of research & evaluative methods to provide input in the construction of public policy with particular emphasis on the analysis of differing impact & long range ramifications of alternatives, decisions/choices in direct support of the division's strategic measures & monitoring environmental hazards.

**Public Health:** The science & practice of protecting & improving the health of a community, as by preventative medicine, health education, control of communicable diseases, application of sanitary measures & monitoring environmental hazards.

**Public Health Program:** In the Ohio Department of Health, population based services & interventions which protect entire populations from illness, disease & injury & for the purposes of this classification specification are designated a public health program by journal entry of the appointing authority.

**Section:** Comprised of two or more work units, with each unit having a minimum of two full time permanent employees & one filled full time permanent supervisory position.

**Unit:** Work group comprised of at least two full-time permanent employees.

**Note:** This class series is restricted for use by Aging, Health, Rehabilitation & Correction & Youth Services.

**CLASS CONCEPT:**

The second managerial level class works under administrative direction & requires extensive knowledge of health-related field & management in order to manage daily operations of bureau & act as assistant bureau chief or administers all activities of assigned section comprised of two units headed by subordinate supervisory personnel, one which must be classified as Health Planning Administrator 2 or similar professional/technical exempt classification in Ohio Department of Health or in Department of Rehabilitation & Correction, to plan, direct & coordinate agency-wide infectious disease program to treat, control & prevent spread of communicable disease (e.g., HIV/AIDS, sexually transmitted diseases, tuberculosis, hepatitis) or to plan, direct, organize & manage all phases of correctional health care program (e.g., medical services, recovery services, nursing services, standards & accreditation, health care quality assurance, laboratory services) or, in Department of Youth Services, administers daily operations of Office of Medical Services & assists in planning, directing & organizing all phases of statewide juvenile correctional health care programs & services, monitors & evaluates agency's health services quality review & reporting program & develops policies & procedures on behalf of Nursing Health Authority; or in Department of Aging, to maintain all aspects of administrative capacity (e.g., budget & fiscal control, contracting, sub-grants, negotiation of rate with federal government in advance of any federal fiscal year) enabling statewide home-based services for individuals requiring long term care services due to chronic medical conditions & in addition to one of preceding options, supervise assigned lower-level health planning administrators, other managerial, administrative or supervisory personnel &/or professional/paraprofessional personnel; or to develop statewide policies & procedures on behalf of appointing authority for assigned discipline/area, topic or programmatic issue (e.g., nutrition, social work, programs to serve older Ohioans, administration, public health, health care financing, health care delivery, ombudsman program mandated by statute for older Ohioans, preventive medicine) & if assigned supervise staff.

**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.)**

In Ohio Department of Health, administers daily operations of bureau & acts as assistant bureau chief or administers all activities of assigned section with each unit headed by subordinate supervisory personnel, one which must be classified as Health Planning Administrator 2 or similar professional/technical exempt classification (e.g., public health nurse supervisor);

OR

In Department of Rehabilitation & Correction, plans, directs & coordinates one or more agency-wide infectious disease control program(s) to treat, control & prevent spread of communicable disease among inmates, employees & visitors (e.g., HIV/AIDS, sexually transmitted diseases, tuberculosis or hepatitis); or plans, directs, organizes & manages all phases of correctional health care program (e.g., medical services, recovery services, nursing services, standards & accreditation, health care quality assurance, laboratory services);

OR

In Department of Youth Services, administers daily operations of Office of Medical Services & assists in planning, directing & organizing all phases of statewide juvenile correctional health care programs & services, monitors & evaluates agency's health services quality review & reporting program & develops policies & procedures on behalf of Nursing Health Authority;

OR

In Department of Aging, maintains all aspects of administrative capacity (e.g., budget & fiscal control, contracting, sub-grants, negotiation of rate of federal government in advance of any federal fiscal year) enabling statewide home-based services for individuals requiring long term care services due to chronic medical conditions;

&

In addition to one of the preceding options, supervises assigned lower-level health planning administrators, managerial, administrative or supervisory &/or professional/paraprofessional personnel.

OR

Develops statewide policies & procedures on behalf of appointing authority for assigned discipline/area (e.g., nutrition, social work, programs to serve older Ohioans, administration, public health, health care financing, health care delivery, ombudsman program mandated by statute for older Ohioans, preventive medicine) & if assigned, supervises staff.

Acts as liaison with outside agencies; coordinates health care services & assures compliance with state & federal rules, regulations & guidelines; prepares & delivers presentations to various groups; directs preparation of &/or prepares & reviews reports; develops policy recommendations based on outcome reports; directs development of section budget; responds to inquiries & complaints; attends meetings & conferences; originates correspondence; assists in development of goals & objectives.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of health-related field, or management; program planning & evaluation, health policy development; epidemiology; health information systems & data collection; health care organization & health care systems delivery; budget development & fiscal control; supervisory principles/techniques; employee training & development; federal & state laws & rules governing administration of assigned programs\*; public relations; technical writing; effective oral communications; management consulting. Ability to define problems, collect data, establish facts & draw valid conclusions; develop complex reports & position papers; deal with large number of variables & determine specific course of action; prepare & deliver speeches before non-technical audiences; interpret extensive variety of material in books, journals & manuals; handle sensitive inquiries from & contacts with officials, providers & general public; establish friendly atmosphere as manager.

(\* ) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in field of public health, health administration, preventive medicine, social work, nursing or other health-related field or public policy & management/public administration or business administration; 2 yrs. exp. in planning & administering health programs, with education & experience to be commensurate with approved position description on file.

-Or 5 yrs. exp. in planning & administering health programs, with experience to be commensurate with approved position description on file.

-Or 12 mos. exp. as Health Planning Administrator 2, 65246, with experience to be commensurate with approved position description on file.

-Or 2 yrs. exp. as Health Planning Administrator 1, 65245, with experience to be commensurate with approved position description on file.

-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.

**POSITION TITLE:**

Health Planning Administrator 4

### **Major Agencies to use this Position**

Department of Aging, Health, Rehabilitation & Correction, Youth Services only

**GLOSSARY:** The following terms will be used throughout the classification specification and are to be interpreted as follows.

**Block Grant:** Federal mechanism to consolidated (i.e., block) individual funding sources under one program announcement & funding award.

**Bureau:** In the Ohio Department of Health, the bureaus are identified in Chapter 37 of the Administrative Code promulgated by the Ohio Public Health Council.

**Division:** In the Ohio Department of Health, the divisions are identified in Chapter 37 of the Administrative Code promulgated by the Ohio Public Health Council.

**Correctional Health Care Program:** In the Ohio Department of Youth Services, a system of preventative & therapeutic services that provide for the physical & mental well-being of an adjudicated juvenile population. Includes medical & dental services, mental health services, nursing, pharmaceutical services, personal hygiene, dietary services & environmental conditions.

**Employee Health Service Network:** Series of occupational health units in various state locations.

**Nursing Health Authority:** In the Ohio Department of Youth Services, is the nursing director who is responsible for provision of all phases of statewide juvenile correctional health care programs & nursing services.

**Policy Development:** The application of research & evaluative methods to provide input in the construction of public policy with particular emphasis on the analysis of differing impact & long range ramifications of alternatives, decisions/choices in direct support of the division's strategic measures & monitoring environmental hazards.

**Public Health:** The science & practice of protecting & improving the health of a community, as by preventative medicine, health education, control of communicable diseases, application of sanitary measures & monitoring environmental hazards.

**Public Health Program:** In the Ohio Department of Health, population based services & interventions which protect entire populations from illness, disease & injury & for the purposes of this classification specification are designated a public health program by journal entry of the appointing authority.

**Section:** Comprised of two or more work units, with each unit having a minimum of two full time permanent employees & one filled full time permanent supervisory position.

**Unit:** Work group comprised of at least two full-time permanent employees.

**Note:** This class series is restricted for use by Aging, Health, Rehabilitation & Correction & Youth Services.

### **CLASS CONCEPT:**

The third managerial level class works under administrative direction & requires extensive knowledge of health-related field & management in order to act as chief of bureau (e.g., as defined in glossary unless unique classification exists that identifies duties of given bureau chief) or act as assistant chief of division (i.e., as identified in glossary) or to plan, direct & evaluate nursing services in employee health service network in Ohio Department of Health or in Ohio Department of Youth Services acts as agency's nursing health authority & in addition to one of previous options, supervise lower-level supervisory/managerial &/or professional/paraprofessional personnel assigned.

### **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.)**

In Ohio Department of Health, acts as chief of bureau (i.e., as defined in glossary unless unique classification exists that identifies duties of given bureau chief); or acts as assistant chief of division (i.e., as defined in glossary; or plans, directs & evaluates nursing services in employee health services network;

OR

In Department of Youth Services acts as agency's nursing health authority (i.e., plans, directs, organizes, evaluates & coordinates all phases of statewide juvenile correctional health programs & services, develops & reviews health care policies & procedures & promotes comprehensive, system-wide approach to health care services in order that continuity of care is ensured for juvenile during confinement through aftercare/parole period.)

&

In addition to one of previous options, supervises lower-level supervisory/managerial &/or professional/paraprofessional personnel assigned.

Prepares correspondence, reports, records, analysis/assessments as required; develops budgets &/or directs development of contracts with health services providers or oversees development of grants; reviews & approves grant applications for outside funding; directs management of data used to monitor effectiveness of services; directs drafting of administrative rules &/or legislation; reviews & approves program standards & evaluates effectiveness of programs in meeting established goals & objectives; monitors & coordinates activities with state &/or local health departments or state & local juvenile correctional & detention facilities.

In Ohio Department of Health directs inter/intra departmental coordination of bureau programs & activities or in Ohio Department of Youth Services directs coordination of Office of Medical Services programs & activities; acts as liaison with community & other state, federal &/or local agencies; prepares & delivers speeches; advises deputy director/assistant director regarding various issues, problems & recommended policy & action related to area of assignment; testifies at legislative or other public hearings; conducts/attends staff meetings & training.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of health-related field, or management; program planning & evaluation, health policy development; epidemiology; health information systems & data collection; health care organization & health care systems delivery; strategic planning; supervisory principles/techniques; employee training & development; budget planning & fiscal control; federal & state laws & rules governing administration of assigned programs\*; technical writing; effective oral communications; management consulting; public relations. Ability to determine specific course of action;; prepare & deliver speeches before non-technical audiences; interpret extensive variety of material in books, journals & manuals; handle sensitive inquiries from & contacts with officials, providers & general public; establish friendly atmosphere as bureau/assistant division or office chief.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in field of public health, health administration, preventive medicine, social work, nursing or other health-related field or public policy & management/public administration or business administration; 3 yrs. exp. in planning & administering health programs.

-Or 6 yrs. exp. in planning & administering health program(s).

-Or 12 mos. exp. as Health Planning Administrator 3, 65247.

-Or 12 mos. exp. as Health Planning Administrator 2, 65246.

Note: Applicants for any bureau chief position in Ohio Department of Health must satisfy qualifications cited in Chapter 37 of Administrative Code for particular bureau for which application is being made.

-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.

**POSITION TITLE:**

Human Services Program Administrator 1

### **Major Agencies to use this Position**

Department of Youth Services, ODJFS – excluding Office of Medicaid, Mental Health, MR/DD, Aging, Health

**Note:** A human services program is any program designed to address clients' financial, functional, emotional, medical or nutritional needs or any programs designed to directly effect the delivery of such services by service providers (e.g., development of client &/or provider eligibility standards &/or other governing regulations, but excludes programs designed solely for hearing appeals from clients &/or service providers) or for health care promotion/disease prevention or for all functions in the Ohio Department Job & Family Services' Office of Medicaid.

This series may be used within agency/institution &/or in community setting, except for human services program consultant which is restricted for use in central office, district or regional location.

### **CLASS CONCEPT:**

The first management level class works under general direction & requires thorough knowledge of social or behavioral science or comparable field in order to plan, evaluate & direct one component of human services program (i.e., supervisor does not have statewide program responsibility) & supervise professional &/or technical human service program employees assigned to one unit.

### **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.)**

Plans, evaluates & directs one component of human services program where supervisor does not have statewide responsibility, develops & implements program policies & procedures, provides technical consultative assistance to service providers, monitors program compliance by staff or service agencies, develops budgets &/or monitors fiscal compliance & supervises professional &/or technical personnel assigned to one unit.

Recruits &/or trains employees & assists higher-level administrator in development &/or coordination of overall programs; attends & conducts meetings; prepares &/or maintains unit program reports/documentation &/or proposed legislation or agency rules.

Acts as liaison with community service providers &/or other governmental agencies; speaks to community groups, media &/or public.

### **MAJOR WORKER CHARACTERISTICS:**

Knowledge of social or behavioral science or pre-medicine; program planning for human service organizations; social program & policy analysis; agency & governmental laws, rules, regulations & procedures applicable to particular social program\*; supervisory principles/techniques\*; accounting, finance or budgeting\*. Ability to deal with many variables & determine specific action; prepare & deliver speeches before specialized audiences; establish professional atmosphere as supervisor of social program unit; handle sensitive inquiries from & contacts with officials & general public.

(\* ) Developed after employment.

### **MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in social or behavioral science or pre-medicine; 12 mos. exp. in delivery of social services or medical assistance in governmental, community or private human support services agency or medical provider.

-Or completion of graduate core program in social or behavioral science or medicine-related field; 6 mos. exp. in delivery of human services or medical assistance in governmental, community or private human support services agency or medical provider.

-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.

**POSITION TITLE:**

Human Services Program Administrator 2

**Major Agencies to use this Position**

Department of Youth Services, ODJFS – excluding Office of Medicaid, Mental Health, MR/DD, Aging, Health

**Note:** A human services program is any program designed to address clients' financial, functional, emotional, medical or nutritional needs or any programs designed to directly effect the delivery of such services by service providers (e.g., development of client &/or provider eligibility standards &/or other governing regulations, but excludes programs designed solely for hearing appeals from clients &/or service providers) or for health care promotion/disease prevention or for all functions in the Ohio Department Job & Family Services' Office of Medicaid.

This series may be used within agency/institution &/or in community setting, except for human services program consultant which is restricted for use in central office, district or regional location.

**CLASS CONCEPT:**

The second management level class works under administrative direction & requires thorough knowledge of business administration, social or behavioral science or comparable field & applicable federal/state program regulations in order to supervise multi-unit human services program section (i.e., comprised of 2 or more supervisory level personnel) & to plan, evaluate & direct the section's operations, or to plan, evaluate & direct one component of human services program that has statewide impact & supervise one unit of professional &/or technical human services program employees or combination of professional, technical, administrative &/or clerical/secretarial support staff (i.e., supervision over two employees in clerical/secretarial & related classification in 10000 clerical & administrative support division of state class plan does not suffice), or to supervise ODJFS case management analysts, oversee quality control compliance of all county departments of job & family services, assigned to one district with public assistance regulations & guidelines & analyze, develop & recommend new policies & procedures & amendments affecting quality assurance programs resulting in delivery of services directly to clients served by county departments of job & family services, or to plan & direct multi-unit or unit support program responsible for supervision of technical consultative services to county child support enforcement agencies in assigned district (i.e., approximately 20 counties) & supervise staff of professional employees.

**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.)**

Plans, evaluates & directs multi-unit human services program area, develops & implements program policies & procedures, provides technical consultative assistance to service providers &/or other personnel, monitors program compliance by staff or service agencies, develops budgets &/or monitors fiscal compliance & supervises human services program section (i.e., comprised of two or more unit supervisors & professional &/or technical personnel), or plans, evaluates & directs one component of human services program that has statewide impact & supervises one unit of professional &/or technical human services program employees or combination of professional, technical administrative & clerical/secretarial employees, or supervises ODJFS case management analysts & oversees quality control compliance of all county departments of job & family services & children services boards assigned to one district with public assistance & social services regulations & guidelines, interviews job applicants & trains new employees, examines cases selected for investigation to facilitate timely completion & assigns to staff, evaluates & edits worksheets, reviews schedules & error findings completed by staff to determine completeness for proper case disposition, proper coding & insures all missing data was secured & that procedures have been correctly applied to each element of eligibility & compiles statistical record & narrative summary of cases reviewed & completed by staff, or plans & directs multi-unit or unit support program responsible for provision of technical consultative services to county child support enforcement agencies in assigned district (i.e., approximately 20 counties), develops & implements child support program policies & procedures, monitors program compliance by county agencies & service providers, assists in preparing budgets & implements fiscal controls & supervises assigned staff.

Recruits &/or trains section staff; attends & conducts meetings; oversees preparation & maintenance of section reports/documentation; based upon information provided by ODHS case management analysts, develops recommendations for training & technical assistance to be provided to staff of county departments of job & family services, analyzes, develops & recommends new policies &/or policy amendments & develops corrective actions to be implemented by county departments of job & family services to insure proper & reimbursable grant payments to offset audit findings against county departments of job & family services, loss of federal money to state & proper delivery of services to clients; confers with other departmental supervisors to discuss field investigation findings & merits.

Acts as liaison with community service providers &/or other governmental agencies; speaks to community groups, media &/or public; provides direct client care intervention or service.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of social or behavioral science or pre-medicine; program planning for human service organizations; social program & policy analysis; agency & governmental laws, rules, regulations & procedures applicable to particular social program; supervisory principles/techniques; management\*; accounting, finance or budgeting\*. Ability to deal with many variables & determine specific action; prepare & deliver speeches before specialized audiences; establish professional atmosphere as administrator; handle sensitive inquiries from & contacts with officials & general public.

(\* ) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in social or behavioral science, pre-medicine or public or business administration or accounting; 18 mos. exp. in delivery of human services or medical assistance in governmental, community or private human support services agency or medical provider or review of such services for cost containment/budget planning; 6 mos. exp. in supervisory principles/techniques.

-Or completion of graduate core program in social or behavioral science, medicine-related field or public or business administration or accounting; 12 mos. exp. in delivery of human services or medical assistance in governmental, community or private human support services agency or medical provider or review of such services for cost containment/budget planning; 6 mos. exp. in supervisory principles/techniques.

Note: Training in business or public administration or accounting & exp. in review of services for cost containment/budgeting only pertain to medical cost containment program administrator positions.

-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.

**POSITION TITLE:**

Human Services Program Administrator 3

**Major Agencies to use this Position**

Department of Youth Services, ODJFS – excluding Office of Medicaid, Mental Health, MR/DD, Aging, Health

**Note:** A human services program is any program designed to address clients' financial, functional, emotional, medical or nutritional needs or any programs designed to directly effect the delivery of such services by service providers (e.g., development of client &/or provider eligibility standards &/or other governing regulations, but excludes programs designed solely for hearing appeals from clients &/or service providers) or for health care promotion/disease prevention or for all functions in the Ohio Department Job & Family Services' Office of Medicaid.

This series may be used within agency/institution &/or in community setting, except for human services program consultant which is restricted for use in central office, district or regional location.

**CLASS CONCEPT:**

The third level management class works under administrative direction & requires thorough knowledge of social or behavioral science or comparable field & applicable federal/state program regulations in order to direct & coordinate district or regional human services program function & supervise program supervisors, or to formulate & direct implementation of human services program policies, procedures, goals & objectives having statewide impact, or to plan & administer activities of one bureau having statewide impact & supervise subordinate program or supervisory personnel, or to plan, implement & administer medical cost containment program (i.e., only one position per agency) & all related activities for one agency & supervise assigned staff.

**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.)**

Directs & coordinates district or regional human services program operations, analyzes & interprets federal & state regulations & laws & ensures program compliance, formulates & directs implementation of program policies, procedures, goals & objectives & provides technical consultative assistance to program administrators including budgeting & delivery of services & supervises district or regional program supervisors & professional &/or technical personnel, or plans & administers activities of one bureau having statewide impact & supervises lower-level program or supervisory personnel, or formulates & directs implementation of human services program policies, procedures, goals & objectives having statewide impact, or plans, implements & administers medical cost containment program or medical coverage, payment & cost containment programs & related activities for one assigned agency & supervises assigned staff.

Represents district or regional program in conferences & meetings; oversees preparation & maintenance of district or regional reports/documentation.

Acts as liaison with community service providers &/or other governmental agencies; speaks to community groups, media &/or public; acts as liaison with courts, police departments &/or parole officers.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of social or behavioral science or pre-medicine; program planning for human service organizations; social program & policy analysis; agency & governmental laws, rules, regulations & procedures applicable to particular social program; supervisory principles/techniques; management; accounting, finance or budgeting\*. Ability to deal with many variables & determine specific action; prepare & deliver speeches before specialized audiences; establish professional atmosphere as administrator; handle sensitive inquiries from & contacts with officials & general public.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in social or behavioral science or pre-medicine; 24 mos. exp. in delivery of human services or medical assistance in governmental, community or private human support services agency or medical provider; 6 mos. exp. in management; 12 mos. exp. in supervisory principles/techniques.

-Or completion of graduate core program in social or behavioral science or medicine-related field; 18 mos. exp. in delivery of human services or medical assistance in governmental, community or private human support services agency or medical provider; 6 exp. in management; 12 mos. exp. in supervisory principles/techniques.

-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.

**POSITION TITLE:**

Human Services Program Administrator 4

**Major Agencies to use this Position**

Department of Youth Services, ODJFS – excluding Office of Medicaid, Mental Health, MR/DD, Aging, Health

**Note:** A human services program is any program designed to address clients' financial, functional, emotional, medical or nutritional needs or any programs designed to directly effect the delivery of such services by service providers (e.g., development of client &/or provider eligibility standards &/or other governing regulations, but excludes programs designed solely for hearing appeals from clients &/or service providers) or for health care promotion/disease prevention or for all functions in the Ohio Department Job & Family Services' Office of Medicaid.

This series may be used within agency/institution &/or in community setting, except for human services program consultant which is restricted for use in central office, district or regional location.

**CLASS CONCEPT:**

The fourth management level class works under administrative direction & requires extensive knowledge of social or behavioral science or comparable field & applicable federal/state regulations in order to plan, direct & evaluate statewide human services program operations carried out in one division of assigned agency or one district which has human service program, personnel holding client hearings on disputed eligibility & quality assurance of all service providers in assigned geographic area & to supervise subordinate administrators &/or supervisors, or to formulate & direct implementation of human services policies, procedures, goals & objectives for multiple human services programs having statewide impact.

**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.)**

Plans, directs, evaluates & administers statewide human services program operations or multiple human services programs at district or regional level carried out in one division of assigned agency or multiple human service programs at district or regional level in state agencies with decentralized operations (i.e., individual institutions do not qualify), analyzes & interprets federal & state regulations & laws & ensures program compliance & formulates & directs implementation of program policies, procedures, goals & objectives & supervises subordinate administrators &/or supervisors involved in program development, implementation & supervision, or plans & administers all operations in one district having human service program, personnel holding hearings on disputed client eligibility & quality assurance of all service providers in assigned geographical area, or formulates & directs implementation of human services policies, procedures, goals & objectives for multiple human services programs having statewide impact.

Develops budget & monitors fiscal compliance; conducts management staff meetings; provides technical advice to agency or deputy director or other governmental administrators.

Acts as liaison with community service providers &/or governmental officials & representatives; attends seminars & conferences; speaks before various groups as program representative; reviews & recommends changes in legislation &/or administrative rules.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of social or behavioral science or pre-medicine; program planning for human service organizations; social program & policy analysis; agency & governmental laws, rules, regulations & procedures applicable to particular social program; supervisory principles/techniques; management; accounting, finance or budgeting\*. Ability to deal with many variables & determine specific action; prepare & deliver speeches before specialized audiences; establish professional atmosphere as administrator; handle sensitive inquiries from & contacts with officials & general public.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in social or behavioral science or pre-medicine; 30 mos. exp. in delivery of human services or medical assistance in governmental, community or private human support services agency or medical provider; 12 mos. exp. in management; 12 mos. exp. in supervisory principles/techniques.

-Or completion of graduate core program in social or behavioral science or medicine-related field; 24 mos. exp. in delivery of human services or medical assistance in governmental, community or private human support services agency or medical provider; 12 exp. in management; 18 mos. exp. in supervisory principles/techniques.

-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.

**POSITION TITLE:**

Human Services Program Consultant

**Major Agencies to use this Position**

Youth Services, ODJFS – excluding Office of Medicaid, Mental Health, MR/DD, Aging, Health

**Note:** A human services program is any program designed to address clients' financial, functional, emotional, medical or nutritional needs or any programs designed to directly effect the delivery of such services by service providers (e.g., development of client &/or provider eligibility standards &/or other governing regulations, but excludes programs designed solely for hearing appeals from clients &/or service providers) or for health care promotion/disease prevention or for all functions in the Ohio Department Job & Family Services' Office of Medicaid.

This series may be used within agency/institution &/or in community setting, except for human services program consultant which is restricted for use in central office, district or regional location.

**CLASS CONCEPT:**

The advanced level class works under direction & requires thorough knowledge of human services or related field & program techniques in order to act as program consultant for assigned number of projects, providers or counties, or assigned region or district, or on statewide basis for particular category of service/issues, or to special planning committee/council by performing three or all of following duties: provide technical assistance, monitor & evaluate through onsite visits, telephone contact &/or printed surveys for compliance with state plan, standards, grant funding &/or for quality assurance, assist in developing &/or presenting health care promotion or educational activities & materials, &/or assist in assessing & planning or plan & coordinate service delivery.

**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 program consultant for assigned number of local projects, providers or counties, or assigned region or district, or on statewide basis for particular category of service/issues, or to special planning committee/council by performing three or all of following duties: provides technical assistance, monitors & evaluates providers, projects, program or service delivery through onsite visits, telephone contact &/or printed surveys for compliance with state plan, standards, grant funding &/or for quality assurance, assists in developing &/or presenting health care promotion or educational activities & materials, &/or assists in assessing & planning or plans & coordinates service delivery/program/project to address identified human services needs of assigned population.

Provides case management, assessment, research &/or investigative services (e.g., enrolls participants in program to ensure immediate treatment &/or arranges appointments for testing; requests, obtains & evaluates information from various sources to determine appropriate placement &/or program service; makes placements for service or contacts provider with referrals; conducts individual telephone & personal interviews with involved parties to diagnose/confirm actual occurrence of communicable disease; develops proper outbreak control procedures; makes assessments of current immunization levels; investigates outbreaks of childhood, vaccine preventable diseases).

Assists in preparing or prepares grant applications (e.g., estimates funding needs for personnel, travel, equipment &/or screening services; projects/summarizes objectives, activities, evaluation process, education, tracking & follow-up activities) &/or monitors & evaluates spending & assists in preparing or prepares budget estimates; reviews & approves contract invoices; develops new &/or revises existing service contracts; reviews grant applications to determine appropriateness for funding; schedules, coordinates &/or chairs grant review process; develops request for proposal & announcement of availability of funding to interested providers; recommends approval/disapproval of grant requests or budget revisions for local projects; writes conditions of grant funding; coordinates mailing of invoices & collection & processing of payments & confers with office of attorney general for collection of non-paid fees.

Develops &/or revises program/project guidelines, standards &/or policy & procedure manual; prepares & maintains required records & reports; develops & coordinates distribution of newsletter &/or prepares articles for

inclusion in newsletters; conducts research/literature reviews &/or attends training, seminars & conferences to keep abreast of trends & legislative changes & other developments affecting assigned area(s) of expertise, & to expand knowledge & acquire/expand skills; reviews & responds to complaints &/or inquiries from health care professionals, public, program participants & government officials; operates personal computer/video display terminal to enter & retrieve data &/or generate documents; provides work direction &/or training to other employees assigned to work on given project/program.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of social or behavioral science, health or pre-medicine or comparable field; community resources applicable to particular human services program\*; human relations; agency & governmental laws, rules, regulations & procedures applicable to particular human services program\*; human services issues, policy & program planning & analysis; accounting, finance or budgeting\*. Ability to define issues/problems, collect data, establish facts & draw valid conclusions; establish & maintain good rapport with program participants; handle routine & sensitive inquiries from & contacts with government officials &/or providers; prepare review &/or evaluate records, reports &/or financial/grant documents; prepare & deliver training &/or speeches before specialized audiences.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in social or behavioral science, health or pre-medicine or comparable field; 18 mos. exp. in delivery of human services, health care services or medical assistance in governmental, community or private human support services agency or medical provider.

-Or completion of graduate core program in social or behavioral science or medicine-related or comparable field; 6 mos. exp. in delivery of human services, health care services or medical assistance in governmental, community or private human support services agency or medical provider.

-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 overnight travel.

**POSITION TITLE:**

Laborer

**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 outdoors (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.

**JOB DUTIES FOR LABOR POSITION ASSIGNED TO THE OHIO EXPO CENTER: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Clean and maintain grounds and various buildings At the Ohio Expo Center. Assist Landscape crew as seasonal needs arise (e.g., mow grass, trim, pull weeds, and haul trash). Repair and erect snow fences. Remove snow and ice and spread salt on walks and roadways. Sweep, mop, wax, wash walls, wash windows, maintain and supply restrooms and perform other related cleaning duties. Have grounds and buildings cleaned and ready for events. Maintain buildings during event hours. Assist in set-up, clean up and removal of events. Assist in set-up of chairs, tables, platforms, speaker tables, stages and any other materials requested by Event Coordinators. Set-up, remove and clean various animal pens and stalls. Respond to the needs of the Event Coordinator or Maintenance Worker assigned as maintenance contact person (e.g., make necessary changes to even set-ups when needed, move equipment in and out of buildings as needed).

**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 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 &/or flexible hours.

**POSITION TITLE:**

Legal Secretary

**Major Agency to use this Position**

Ohio Attorney General's Office

**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 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.

**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 & 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 Work 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.

**POSITION TITLE:**

Mail Clerk/Messenger

**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., 1st class, 4th 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.

**POSITION TITLE:**

Maintenance Repair Worker 1

**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 and 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.

**POSITION TITLE:**

Maintenance Repair Worker 2

**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 & wood 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 operation of maintenance tools & equipment; safety practices in relation to handling 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/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. 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 license.

**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 temperature; may be exposed to weather.

**POSITION TITLE:**

Maintenance Repair Worker 3

**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 electricity, 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/S190).

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

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

In Ohio 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 evening shift; may be exposed to high & low temperature; may be exposed to weather.

**POSITION TITLE:**

Office Assistant 1

**CLASS CONCEPT:**

The first full performance level class works under immediate supervision & requires some knowledge of clerical systems or procedures & typewriting format & procedures in order to perform basic clerical duties & produce basic, repetitive typed materials (i.e., simple, repetitive data which does not involve establishment of document formats or corrections of punctuation & grammar).

**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.)**

Types basic, repetitive materials (e.g., forms, form letters, labels), proofs typing & makes corrections.

Performs basic clerical duties (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 material; 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).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of general office practices & procedures\*; agency-specific office practices & procedures\*; addition & subtraction. Skill in typing; operating some office machines (e.g., address-o-graph)\*. Ability to carry out simple instructions; carry out detailed but basic written or oral instructions; deal with problems involving few variables within familiar context; read, copy & record figures; answer routine inquiries from public, complete routine forms or records; move fingers easily to perform functions repeatedly; proofread typed material, recognize errors & make corrections.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

1 course or 3 mos. exp. in basic typing; 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:**

Confined to work area for long periods of time.

**POSITION TITLE:**

Office Assistant 2

**CLASS CONCEPT:**

The first full performance level class works under general supervision & requires considerable knowledge of clerical procedures & typewriting format & procedures in order to provide full range of general office work & produce routine typed materials (i.e., documents requiring formatting & correction of punctuation & grammar).

**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.)**

Prepare routine typed copy from notes or written or Dictaphone material (e.g., reports, articles, correspondence) & proofs & corrects work.

Performs clerical tasks (e.g., sends out mail; receives & distributes mail; receives & logs in material & maintains records; provides basic information to inquirer; answers telephone; orders supplies).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of general office practices & procedures; agency-specific office practices & procedures\*; addition & subtraction. Skill in typing; transcription\*. Ability to carry out detailed but basic written or oral instructions; deal with problems involving few variables within familiar context; read, copy & record figures; answer routine inquiries from public; transcribe dictation; sort mail & arrange items in numerical or alphabetical order; move fingers easily to perform functions repeatedly; proofread typed material, recognize errors & make corrections.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

2 courses or 6mos. exp. in typing; 3 mos. trg. or 3 mos. exp. in general office practices & procedures; formal education in arithmetic that includes addition & subtraction & in reading, writing & speaking common English vocabulary.

-Or 4 mos. exp. as Office Assistant 1, 12511

-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:**

Confined to work area for long periods of time.

**POSITION TITLE:**

Office Assistant 3

**CLASS CONCEPT:**

The first full performance level class works under general supervision & requires considerable knowledge of typewriting format & procedures & clerical procedures in order to provide complex technical material (i.e., documents requiring use of legal, scientific, medical, statistical or foreign language terminology & applications) & provide full range of general office work.

**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.)**

Types complex technical material (i.e., documents requiring use of legal, scientific, medical, statistical or foreign language terminology) from notes, written copy, oral instructions or dictating machine, proofs typed documents & makes corrections (e.g., reports, correspondence, charts, briefs, pleadings, decisions & contracts).

Performs clerical tasks (e.g., sends out mail; receives & distributes mail; receives & logs in materials & information; orders supplies; answers telephone; maintains statistics & prepares reports).

Maintains office filing system & searches files for retrieval of material.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of general office practices & procedures; technical terminology in appropriate area; agency-specific office practices & procedures\*; addition & subtraction. Skill in typing; transcription. Ability to carry out instructions in written, oral or picture form; deal with problems involving several variables within familiar context; read, copy & record figures; proofread technical materials, recognize errors & make corrections; copy records precisely without error; transcribe dictation; arrange items in numerical or alphabetical order; sort items into categories according to established methods; move fingers easily to perform manual functions repeatedly.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

2 courses or 6mos. exp. in typing; 9 mos. trg. or 9 mos. exp. in general office practices & procedures; 1 course or 3 mos. exp. in appropriate 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:**

Confined to work area for long periods of time.

**POSITION TITLE:**

Paralegal/Legal Assistant 1

**CLASS CONCEPT:**

The developmental level class works under general supervision & requires working knowledge of legal research & analysis & laws & rules applicable to assigned department's operations in order to review corporate filings or student loan bankruptcies or prepare responses to inquiries, complaints, claims or legal/administrative procedural issues, & prepare various legal & related materials for review, approval, signature &/or use by licensed attorney.

**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.)**

Researches federal &/or state statutes, recorded judicial decisions & other legal sources & reference materials in order to review corporate filings or student loan bankruptcies or prepare responses to inquiries, complaints, claims or legal/administrative procedural issues to assist departmental attorney.

Drafts legal briefs & memoranda, contracts, pleadings, motions, affidavits, legislation, rules &/or regulations &/or prepares case summaries, legal documents & reports for review, approval & signature of &/or use by licensed attorney; reviews leases &/or contracts; negotiates settlements; files legal documents with court on behalf of attorney; responds to general inquiries; disseminates information on promulgation of administrative rules; schedules hearings pursuant to chapter 119 of revised code.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of legislative/administrative rule processes\*; legal research; legal terminology; legal issue recognition; case & statutory interpretation; legal analysis; law; state &/or federal laws & rules applicable to assigned department\*; court filing procedures; legal communication; rules of evidence. Skill in use of typewriter, photocopier, video display terminal & other office equipment\*. Ability to use proper research methods in gathering data; deal with many variables & determine recommended specific course of action; prepare legal/procedural materials & related information for review, approval & signature &/or use attorney; handle sensitive & routine inquiries from & contacts with public, legal personnel, business officials &/or clients.

(\* )Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Successful completion of certification program for paralegal or legal assistant.

-Or 12 mos. law school training.

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

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

Not applicable

**UNUSUAL WORKING CONDITIONS:**

May require travel.

**POSITION TITLE:**

Paralegal/Legal Assistant 2

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of legal research & analysis & laws & rules applicable to Office of Ohio Public Defender or State Medical Board in order to analyze & identify legal findings & independently write legal memoranda to support findings, assist attorneys in defining & drafting potential issues in cases, locate & review cases & statutory laws & assist attorneys in making merit decisions regarding complex issues of law (i.e., make evaluations regarding casework).

**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.)**

In Office of Ohio Public Defender or State Medical Board, assists attorneys in analyzing & identifying legal findings & independently writes legal memoranda to support findings, assists attorneys in defining & drafting potential issues in cases, locates & reviews cases & statutory laws & assists attorneys in making merit decisions regarding complex issues of law (i.e., makes evaluations regarding casework).

Conducts legal research for assistant public defenders by utilizing such reference tools as case law reporters, law review articles, digests & other legal & non-legal reference & resource works; operates personal computer to conduct legal research using reference tools such as Westlaw, Westmate, Premise, Brief Bank, internet, Westcheck, Access, cd-rom & pc docs; shepardizes cases; reviews various legal documents (e.g., suppression motions; search & seizure; change of venue); provides assistance to assistant public defenders & assists in preparation of briefs & other pleadings for trial & appellate cases in all state & federal courts; prepares correspondence (e.g., to clients &/or court personnel).

Conducts fact investigations by reviewing court transcripts, other legal documents & contacting witnesses; gathers case information (e.g., travels to appropriate county, prosecutors office, client, prison, supreme court law library &/or other law libraries; contacts attorneys, prosecutors, clerks, witnesses, court reporters, judges, client's families &/or prison personnel by telephone or through correspondence); prepares appropriate legal documents based on research.

Compiles & produces appendix material for briefs according to various court rules; monitors cases; maintains files; makes photocopies; collates, binds & staples briefs; serves on committees & staff meetings; operates personal computer to edit, enter &/or verify data & to produce documents.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of legislative/administrative rule processes\*; legal research; legal terminology; legal issue recognition; case & statutory interpretation; legal analysis; law; state &/or federal laws & rules applicable to assigned department\*; court filing procedures; legal communication; rules of evidence. Skill in use of personal computer, typewriter, photocopier, video display terminal & other office equipment\*. Ability to use proper research methods in gathering data; deal with many variables & determine recommended specific course of action; prepare legal/procedural materials & related information for review, approval & signature &/or use by licensed attorney; handle sensitive & routine inquiries from & contacts with public, legal personnel, business officials &/or clients.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Successful completion of certification program for paralegal or legal assistant; 2 yrs. exp. in legal research & writing.

-Or 24 mos. law school training.

-Or 36 mos. exp. as Paralegal/Legal Assistant 1, 63810.

-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.

**POSITIN TITLE:**

Payroll Accountant

**JOB DUTIES:**

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.

<b>POSITION TITLE:</b> Payroll Administrator
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**JOB DUTIES:**

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.

**POSITIN TITLE:**

Penal Workshop Specialist

**CLASS CONCEPT:**

The first full performance level class works under direction & requires considerable knowledge of penal workshop operating policies & procedures & skill in operation of tools & equipment of particular assigned area in order to oversee work of inmates assigned to penal workshop or in carrying out service delivery.

**JOB DUTIES:**

**(These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Oversees work of inmates assigned to penal workshop (e.g., printing, furniture, clothing, sheet metal, paint) or engaged in service delivery (e.g., asbestos removal; assembly & repair of OPI products at customer's location; assembly of modular furniture at customer's location), provides security & custody of inmates, trains inmates in proper work methods, equipment operation &/or safety practices, assigns & reviews work, ensures quality control of products/service delivery, evaluates work of & assigns specific job functions to inmates & prepares & maintains records & reports of workshop activities/service delivery.

Orders &/or maintains stock, materials & tools; oversees equipment maintenance &/or workshop cleaning; escorts &/or transports inmates; oversees shipping, receiving, storage &/or inventory of products & materials.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of penal workshop operating policies & procedures\*; craft or trade in particular assigned area (e.g., sewing, metal work, carpentry); fractions, decimals, percentages; employee training & development. Skill in operation of hand & power tools & equipment (e.g., drill press, bindery equipment, sewing machine) of particular assigned area. Ability to understand system of mechanical or other specialized procedures; communicate verbally regarding mechanical or non-mechanical matters; stand, walk or bend continuously; move limbs/fingers easily to operate equipment or use tools.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes fractions, decimals & percentages; 18 mos. trg. or 18 mos. exp. in craft or trade (e.g., sewing, metal work, carpentry) & in operation of hand & power tools & equipment (e.g., drill press, bindery equipment, sewing machine) of particular assigned area; 3 mos. trg. or 3 mos. exp. in employee training & development.

-Or, for positions assigned to asbestos abatement program, successful completion of the following courses: asbestos building inspection initial course, asbestos management planner initial course & asbestos abatement project supervisor initial course per EPA regulations Asbestos Hazard Emergency Response Act (i.e., AHERA), CRF763 Sub Part E.

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

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

For positions assigned to asbestos abatement program, must obtain & maintain current licensure as asbestos hazard abatement specialist as issued by Ohio Department of Health per Ohio Revised Code (i.e., ORC) 3710. Must pass physical examination & annual physical examination (i.e., cost of physical examination incurred by employer) thereafter per ORC 3710

**UNUSUAL WORKING CONDITIONS:**

May be exposed to unpredictable inmate behavior; may be exposed to constant noise from equipment or power tools; may be exposed to dirt, dust, paint fumes & other unpleasant conditions.

**POSITION TITLE:**

Sanitarian Program Administrator 1

**MAJOR AGENCY TO USE THIS POSITION:**

Department of Health &amp; Agriculture only

**GLOSSARY:** The terms listed, whenever they appear in this document, are to be interpreted to mean the following:

**Environmental Health Science:** means the aspect of public health science that includes, but is not limited to, the following bodies of knowledge: air quality, food quality and protection, hazardous and toxic substances, consumer product safety, housing, institutional health and safety, community noise control, radiation protection, recreation facilities, solid and liquid waste management, vector control, drinking water quality, milk sanitation and rabies control. This definition in its entirety is quoted from Section 4736.01(a) of the Revised Code.

**Practice of Environmental Health:** means consultation, instruction, investigation, inspection, or evaluation by an employee of a city health district, a general health district, the Ohio Environmental Protection Agency, the Department of Health, or the Department of Agriculture requiring specialized knowledge, training and experience in the field of environmental health science, with the primary purpose of improving or conducting administration under any of the following: (1) Chapter 911. 913., 917., 3717., 3721., 3732., or 3733. of the Revised Code; (2) Chapter 3734. of Revised Code as it pertains to solid waste; (3) Section 955.26, 3701.344, 3707.01, 3707.03, or 3707.33 to 3707.99 of the Revised Code; (4) rules adopted under Section 3701.34 of the Revised Code pertaining to home sewage, rabies control, or swimming pools. 'practice of environmental health' does include sampling, testing, controlling of vectors, reporting of observations, or other duties that do not require application of specialized knowledge and skills in environmental health, science performed under the supervision of a registered sanitarian. This definition in its entirety is quoted from Section 4736.01(e) of the Revised Code.

**Sanitarian:** means a person who performs for compensation educational, investigational, technical or administrative duties requiring specialized knowledge and skills in the field of environmental health science. This definition in its entirety is quoted from Section 4736.01(b) of the Revised Code.

**Senior Sanitarian:** serves as lead worker in Department of Agriculture (i.e., provides oversight, work direction, training, reviews work, accompanies on inspections & reinspections & makes final recommendations on enforcement to sanitarian program administrator) over employees classified as Sanitarian Program Specialist 1, 65731 in assigned region & when assigned, acts for immediate supervisor.

**NOTE:** Some aspects contained in the definition of "environmental health science" may be performed by incumbents who are registered sanitarians but who are assigned other state classifications (e.g., environmental scientist, 8586).

**CLASS CONCEPT:**

The first administrator level class works under general direction & requires through knowledge of environmental health science, general management principles & techniques & state, federal & agency policies & regulations pertaining to environmental health science issues of assigned area in order to supervise employees classified as Sanitarian Program Specialist 1, 65731, or 2, 65732, & if assigned, other subordinate staff in performance of environmental health science programs &/or multi-disciplinary public health services in one or more programmatic or functional areas, & in Ohio Department of Agriculture only, supervise Sanitarian Specialist Supervisor, 65735, if assigned.

**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 two or more employees classified as Sanitarian Program Specialist 1, 65731 &/or 2, 65732 & if assigned, other subordinate staff in performance of environmental health science programs &/or multi-disciplinary public health services in one or more programmatic or functional areas, manages, plans & directs operations of program areas which involves assisting in development, implementation, coordination & evaluation of policies & procedures, providing advice & guidance for uniform interpretation & application of federal & state laws & regulations governing environmental health issues & making complex, technical decisions on special problems, & in Ohio Department of Agriculture only, supervises Sanitarian Specialist Supervisor, 65735, if assigned.

Reviews & approves or disapproves administrative reports & forms from lower-level staff; develops budgets for program or multi-discipline team areas; reviews & approves plans for new or extensively altered facilities; organizes, completes & reviews complex, technical reports; researches & determines legal basis for policies under consideration; assists in developing rule revisions; develops & implements survey methodologies & evaluation procedures; develops training programs for environmental health science programs; directs preparation, review, approval & maintenance of records & reports; approves development of inspection forms, licenses & other forms.

Interprets state, local & federal environmental health science laws & regulations for other agencies & industry; acts as contact point for general public complaints; serves as representative & prepares & delivers presentations at meetings with industry personnel, organizations &/or other state & federal agencies; represents agency on state level inter-departmental advisory committees.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of human or public relations; state & federal laws & agency policies, rules & regulations regarding environmental health science of assigned area; environmental health science or dairy science; general management; supervisory principles/techniques\*; statistics; employee training & development\*. Ability to deal with & understand most difficult classes of concepts; develop complex reports & position papers; prepare & deliver speeches before specialized audiences & general public; handle sensitive inquiries from & contacts with officials & general public; demonstrate physical fitness.

(\* )Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Certificate of registration as sanitarian-in-training or as sanitarian issued by Ohio State Board of Sanitarian Registration in accordance with Chapter 4736. of Ohio Revised Code, or eligible for registration as sanitarian or sanitarian-in-training in accordance with Chapter 4736. of Revised Code & must acquire certificate as registered sanitarian or sanitarian-in-training prior to engaging in practice of environmental health, but no later than 90 days from date of employment; in addition to preceding, must meet one of following options appropriate for area to be assigned:

Completion of undergraduate degree from accredited college or university, including at least 45 quarter or 30 semester units of science courses in areas of biology, chemistry, physics, geology, or mathematics & 42 mos. exp. in environmental health science position of which 6 mos. must have been in environmental health science specialty area(s) to be assigned; must be able to provide own transportation.

-Or completion of undergraduate degree from accredited college or university with core program in environmental health science & 30 months experience in environmental health science position of which 6 mos. must have been in environmental health specialty area(s) to be assigned; must be able to provide own transportation.

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

Must possess certificate of registration as sanitarian issued by Ohio State Board of Sanitarian Registration, in accordance with Chapter 4736. of Revised Code, within 2 years of appointment to class.

**UNUSUAL WORKING CONDITIONS:** Requires travel.

**POSITION TITLE:**

Sanitarian Program Administrator 2

**MAJOR AGENCY TO USE THIS POSITION:**

Health &amp; Agriculture only

**GLOSSARY:** The terms listed, whenever they appear in this document, are to be interpreted to mean the following:

**Environmental Health Science:** means the aspect of public health science that includes, but is not limited to, the following bodies of knowledge: air quality, food quality and protection, hazardous and toxic substances, consumer product safety, housing, institutional health and safety, community noise control, radiation protection, recreation facilities, solid and liquid waste management, vector control, drinking water quality, milk sanitation and rabies control. This definition in its entirety is quoted from Section 4736.01(a) of the Revised Code.

**Practice of Environmental Health:** means consultation, instruction, investigation, inspection, or evaluation by an employee of a city health district, a general health district, the Ohio Environmental Protection Agency, the Department of Health, or the Department of Agriculture requiring specialized knowledge, training and experience in the field of environmental health science, with the primary purpose of improving or conducting administration under any of the following: (1) Chapter 911. 913., 917., 3717., 3721., 3732., or 3733. of the Revised Code; (2) Chapter 3734. of Revised Code as it pertains to solid waste; (3) Section 955.26, 3701.344, 3707.01, 3707.03, or 3707.33 to 3707.99 of the Revised Code; (4) rules adopted under Section 3701.34 of the Revised Code pertaining to home sewage, rabies control, or swimming pools. 'practice of environmental health' does include sampling, testing, controlling of vectors, reporting of observations, or other duties that do not require application of specialized knowledge and skills in environmental health, science performed under the supervision of a registered sanitarian. This definition in its entirety is quoted from Section 4736.01(e) of the Revised Code.

**Sanitarian:** means a person who performs for compensation educational, investigational, technical or administrative duties requiring specialized knowledge and skills in the field of environmental health science. This definition in its entirety is quoted from Section 4736.01(b) of the Revised Code.

**Senior Sanitarian:** serves as lead worker in Department of Agriculture (i.e., provides oversight, work direction, training, reviews work, accompanies on inspections & reinspections & makes final recommendations on enforcement to sanitarian program administrator) over employees classified as Sanitarian Program Specialist 1, 65731 in assigned region & when assigned, acts for immediate supervisor.

**NOTE:** Some aspects contained in the definition of "environmental health science" may be performed by incumbents who are registered sanitarians but who are assigned other state classifications (e.g., environmental scientist, 8586).

**CLASS CONCEPT:**

The second administrator level class works under administrative direction & requires extensive knowledge of environmental health science, general management, supervisory principles & techniques & state, federal & agency regulations & policies pertaining to environmental health science issues & practices in order to plan, design, manage & conduct all statewide environmental health science programs &/or multi-disciplinary public health services for assigned section & supervise two or more subordinate employees one of which is classified as Sanitarian Program Administrator 1, 65736, & in Ohio Department of Agriculture only, supervise lower-level sanitarian program staff.

**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.)**

Plans, designs, manages & conducts all statewide environmental health science programs or multi-disciplinary public health services for assigned section; (e.g., rule & law development provision of training, consultation & technical assistance, standards development, program evaluation & development & implementation of operational policies & procedures); advises bureau chief concerning all policy & practice matters for environmental health science issues; directs & manages activities of staff; explains & interprets departmental policies & supervises two or more subordinate employees one of which is classified as Sanitarian Program Administrator 1, 65736 & in Ohio Department of Agriculture only, supervises lower-level sanitarian staff.

Initiates complex technical studies & reports; oversees federal or other inter-agency grants & contracts; develops & analyzes budgets; authorizes expenditure of funds for personnel, equipment & materials; prepares analysis of problems & reviews & prepares legislation & rules.

In Ohio Department of Agriculture only, reviews & approves or disapproves administrative reports & forms from lower-level staff; reviews & approves plans for new extensively altered facilities; researches & determines legal basis for policies under consideration; assists in developing rule revisions; prepares analysis of problems & reviews & prepares legislation & rules. Develops & implements survey methodologies & evaluation procedures; develops training programs for environmental health science programs; directs preparation, review, approval & maintenance of records & reports; approves development of inspection forms, licenses & other forms.

Represents agency on state level inter-departmental advisory boards & commissions & in policy level matters with local, state & federal agencies (e.g., boards of health, regulated industries, public health organizations & other concerned parties).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of human or public relations; state & federal laws & agency policies, rules & regulations regarding environmental health science of assigned area; environmental health science; general management; employee training & development; supervisory principles/techniques; budgeting\*; statistics. Ability to deal with many variables & determine specific action; develop complex reports & position papers; prepare & deliver speeches before specialized audiences & general public; handle sensitive inquiries from & contacts with officials & general public.

(\* ) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Certificate of registration as sanitarian-in-training or as sanitarian issued by Ohio State Board of Sanitarian Registration in accordance with Chapter 4736 Of Ohio Revised Code, or eligible for registration sanitarian-in-training in accordance with Chapter 4736. of Revised Code & must acquire certificate as registered sanitarian or sanitarian-in-training prior to engaging in practice of environmental health, but not later than 90 days from date of employment; in addition to preceding, must meet one of following options appropriate for area to be assigned:

Completion of undergraduate degree from accredited college or university, including at least 45 quarter hours or 30 semester units of science courses in areas of biology, chemistry, physics, geology, or mathematics & 48 mos. exp. in environmental health science specialty area(s) to be assigned; must be able to provide own transportation.

-Or completion of undergraduate degree from accredited college or university with core program in environmental health science & 36 months experience in environmental health science position of which 18 mos. must have been in environmental health specialty area(s) to be assigned; must be able to provide own transportation.

-Or 6 mos. exp. as Sanitarian Program Administrator 1, 65736; must be able to provide own transportation.

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

Must possess certificate of registration as sanitarian issued by Ohio State Board of Sanitarian Registration, in accordance with Chapter 4736. of Revised Code, within 2 years of appointment to class.

**UNUSUAL WORKING CONDITIONS:**

Requires travel.

**POSITION TITLE:**

Sanitarian Program Specialist 1

**MAJOR AGENCY TO USE THIS POSITION:**

Department of Health &amp; Agriculture only

**GLOSSARY:** The terms listed, whenever they appear in this document, are to be interpreted to mean the following:

**Environmental Health Science:** means the aspect of public health science that includes, but is not limited to, the following bodies of knowledge: air quality, food quality and protection, hazardous and toxic substances, consumer product safety, housing, institutional health and safety, community noise control, radiation protection, recreation facilities, solid and liquid waste management, vector control, drinking water quality, milk sanitation and rabies control. This definition in its entirety is quoted from Section 4736.01(a) of the Revised Code.

**Practice of Environmental Health:** means consultation, instruction, investigation, inspection, or evaluation by an employee of a city health district, a general health district, the Ohio Environmental Protection Agency, the Department of Health, or the Department of Agriculture requiring specialized knowledge, training and experience in the field of environmental health science, with the primary purpose of improving or conducting administration under any of the following: (1) Chapter 911. 913., 917., 3717., 3721., 3732., or 3733. of the Revised Code; (2) Chapter 3734. of Revised Code as it pertains to solid waste; (3) Section 955.26, 3701.344, 3707.01, 3707.03, or 3707.33 to 3707.99 of the Revised Code; (4) rules adopted under Section 3701.34 of the Revised Code pertaining to home sewage, rabies control, or swimming pools. 'practice of environmental health' does include sampling, testing, controlling of vectors, reporting of observations, or other duties that do not require application of specialized knowledge and skills in environmental health, science performed under the supervision of a registered sanitarian. This definition in its entirety is quoted from Section 4736.01(e) of the Revised Code.

**Sanitarian:** means a person who performs for compensation educational, investigational, technical or administrative duties requiring specialized knowledge and skills in the field of environmental health science. This definition in its entirety is quoted from Section 4736.01(b) of the Revised Code.

**Senior Sanitarian:** serves as lead worker in Department of Agriculture (i.e., provides oversight, work direction, training, reviews work, accompanies on inspections & reinspections & makes final recommendations on enforcement to sanitarian program administrator) over employees classified as Sanitarian Program Specialist 1, 65731 in assigned region & when assigned, acts for immediate supervisor.

**NOTE:** Some aspects contained in the definition of "environmental health science" may be performed by incumbents who are registered sanitarians but who are assigned other state classifications (e.g., environmental scientist, 8586).

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of environmental health science, state & federal laws & agency policies, rules & regulations pertaining to environmental health science issues in order to conduct environmental health &/or construction inspections, surveys, &/or investigations & enforcement activities in one or more environmental health science areas &/or multi-disciplinary public health services (e.g., grade A milk &/or dairy, radon, lead, asbestos, food protection, manufactured home parks, recreation vehicle parks, recreation camps, public swimming pools, spas & special use pools, marinas, private water supply, hazardous & toxic substances, consumer product safety) &/or assist higher-level sanitarian program specialist as directed in providing technical assistance & consultative services to local health department personnel in one or more area of specialty &/or conduct program evaluations of milk &/or dairy interstate shipment or similar program by established numeric rating system to determine if collection &/or hauling of samples &/or products is in compliance with applicable laws & rules.

**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.)**

Conducts program evaluations of milk &/or dairy interstate shipment or similar program by established numeric rating system to determine if collection &/or hauling of samples &/or products is in compliance with applicable laws & rules, &/or conducts environmental health &/or construction inspections, surveys &/or investigations & enforcement activities in one or more environmental health science areas (e.g., grade A milk &/or dairy, food protection, manufactured home parks, recreation vehicle parks, recreation camps, public swimming pools, spas & special use pools, marinas, radon mitigation, asbestos abatement, lead risk assessments, private water supply, hazardous & toxic substances, consumer product safety), &/or assists higher-level sanitarian program specialist as directed in providing technical assistance & consultation (e.g., reviews laws, rules & their significance; demonstrates inspection techniques which includes questioning operators &/or contractors, observing practices & identifying violations; explains violations to local health sanitarians & operators or contractors, informs them of significance of each violation & advises them as to how to correct violations; dictates/edits violations; offers solutions to problems that exist in operation) to local health department personnel in one or more area of specialty (e.g., environmental sanitation, food protection, manufactured home parks, recreation vehicle parks, recreation camps, public swimming pools, spas & special use pools, marinas, private water systems & private household sewage disposal systems).

Conducts field investigations of & provides advice & consultation (i.e., transmits interpretation of rules & regulations which have been made by higher-level sanitarian program specialists) to local health departments & industry; investigates complaints & recommends course of action to complainant, local health department &/or industry; assists local health department staff in resolving private water system problems by conducting technical inspection of wells (e.g., down hole camera inspections); collects water & other environmental samples according to established protocols & transports samples to laboratory for analysis.

Gathers data & information & reviews plans for new or extensively altered facilities; assists engineers during peak periods with plan review functions for routine plan review for less complex projects (e.g., primarily small swimming pools under direct supervision of engineer).

Conducts tests of new equipment, devices & systems; investigates complaints & offers solutions; conducts inspections & investigations of agricultural labor camps; assists local health departments in food borne outbreak investigations &/or illnesses probably resulting from unsanitary conditions.

Implements individual &/or group training as developed by higher-level sanitarian program specialists to local health departments & industry in environmental health science areas (e.g., milk sanitation; carbon monoxide; hazardous & toxic substances; premises sanitation; vector control; migrant camp sanitation; food quality & protection; consumer product safety; drinking water quality; asbestos; lead; radon; rabies control); compares & contrasts local health department performances to required procedures & guidelines to recommend training or additional assistance warranted.

Performs miscellaneous administrative duties (e.g., prepares reports & correspondence; assists in developing or develops educational materials; assists in conducting or conducts special studies; attends staff meetings; gives speeches & presentations to schools, industry groups & other service or professional organizations; testifies in administrative hearings & court trials); reviews & evaluates applications from individuals/contractors applying for licensing as radon mitigation expert &/or tester or from individuals applying for asbestos abatement certification & makes recommendations to supervisor regarding acceptance or denial.

#### **MAJOR WORKER CHARACTERISTICS:**

Knowledge of human or public relations; state & federal laws & agency policies, rules & regulations regarding environmental health science of assigned area; environmental health science or dairy science; general management\*; arithmetic to include algebra. Ability to prepare meaningful, concise & accurate reports; define problems, collect data, establish facts & draw valid conclusions; use proper research methods in gathering data, gather, collate & classify information about data, people or things; handle & resolve sensitive inquiries from & contact with officials & general public; demonstrate physical fitness.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Certificate of registration as sanitarian-in-training or as sanitarian issued by Ohio State Board of Sanitarian Registration in accordance with Chapter 4736 Of Ohio Revised Code, or eligible for registration as sanitarian-in-training or sanitarian in accordance with Chapter 4736. of Revised Code & must acquire certificate as registered sanitarian or sanitarian-in-training prior to engaging in practice of environmental health, but not later than 90 days from date of employment; in addition to preceding, must meet one of following options appropriate for area to be assigned:

Positions in Dairy Program:

Completion of undergraduate core program in agriculture from an accredited college or university, with specialization in dairy science, animal science or food science or 24 mos. trg. or 24 mos. exp. in management of dairy operation or dairy processing operations; must be able to provide own transportation.

All Other Positions:

Completion of undergraduate degree from accredited college or university including at least 45 quarter or 30 semester units of science courses in areas of biology, chemistry, physics, geology or mathematics & 24 mos. exp. in environmental health science position; must be able to provide own transportation.

-Or completion of undergraduate degree from accredited college or university with core program in environmental health science & 12 mos. experience in environmental health science position; must be able to provide own transportation.

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

Must possess certificate of registration as sanitarian issued by Ohio State Board of Sanitarian Registration, in accordance with Chapter 4736. of Revised Code, within 2 years of appointment to class.

**UNUSUAL WORKING CONDITIONS:**

Travel required; may be exposed to disagreeable elements &/or hazardous materials.

**POSITION TITLE:**

Sanitarian Program Specialist 2

**MAJOR AGENCIES TO USE THIS POSITION:**

Department of Health &amp; Agriculture only

**GLOSSARY:** The terms listed, whenever they appear in this document, are to be interpreted to mean the following:

**Environmental Health Science:** means the aspect of public health science that includes, but is not limited to, the following bodies of knowledge: air quality, food quality and protection, hazardous and toxic substances, consumer product safety, housing, institutional health and safety, community noise control, radiation protection, recreation facilities, solid and liquid waste management, vector control, drinking water quality, milk sanitation and rabies control. This definition in its entirety is quoted from Section 4736.01(a) of the Revised Code.

**Practice of Environmental Health:** means consultation, instruction, investigation, inspection, or evaluation by an employee of a city health district, a general health district, the Ohio Environmental Protection Agency, the Department of Health, or the Department of Agriculture requiring specialized knowledge, training and experience in the field of environmental health science, with the primary purpose of improving or conducting administration under any of the following: (1) Chapter 911. 913., 917., 3717., 3721., 3732., or 3733. of the Revised Code; (2) Chapter 3734. of Revised Code as it pertains to solid waste; (3) Section 955.26, 3701.344, 3707.01, 3707.03, or 3707.33 to 3707.99 of the Revised Code; (4) rules adopted under Section 3701.34 of the Revised Code pertaining to home sewage, rabies control, or swimming pools. 'practice of environmental health' does include sampling, testing, controlling of vectors, reporting of observations, or other duties that do not require application of specialized knowledge and skills in environmental health, science performed under the supervision of a registered sanitarian. This definition in its entirety is quoted from Section 4736.01(e) of the Revised Code.

**Sanitarian:** means a person who performs for compensation educational, investigational, technical or administrative duties requiring specialized knowledge and skills in the field of environmental health science. This definition in its entirety is quoted from Section 4736.01(b) of the Revised Code.

**Senior Sanitarian:** serves as lead worker in Department of Agriculture (i.e., provides oversight, work direction, training, reviews work, accompanies on inspections & reinspections & makes final recommendations on enforcement to sanitarian program administrator) over employees classified as Sanitarian Program Specialist 1, 65731 in assigned region & when assigned, acts for immediate supervisor.

**NOTE:** Some aspects contained in the definition of "environmental health science" may be performed by incumbents who are registered sanitarians but who are assigned other state classifications (e.g., environmental scientist, 8586).

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of environmental health science, state & federal laws & agency policies, rules & regulations pertaining to environmental health science issues of assigned area in order to serve as senior sanitarian in Department of Agriculture over employees classified as Sanitarian Program Specialist 1, 65731 engaged in grade A milk &/or dairy related environmental health science inspections &/or investigations of producers, processors, haulers or in Ohio Department of Health, act as technical expert in one or more environmental health science programs &/or multi-disciplinary public health services &/or act as lead worker (i.e., provide work direction & training) over lower-level sanitarian program specialists & monitor their work to ensure consistent application of rules &/or review survey packages completed by lower-level program specialists, grantees &/or contractors for accuracy & appropriateness of findings.

**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.)**

In Ohio Department of Agriculture, serves as senior sanitarian over employees classified as Sanitarian Program Specialist 1, 65731 engaged in milk/dairy related environmental health science inspections &/or investigations (e.g., of producers, processors &/or haulers) in assigned region of state;

OR

In Ohio Department of Health, acts as technical expert in one or more environmental health science programs &/or multi-disciplinary public health services (i.e., reviews, analyzes & evaluates verbal & written complaints related to assigned area, immediately assesses to determine severity & urgency of complaint & appropriate response on basis of applicable regulations & procedures, determines appropriate time frames for investigation & refers complaint to lower-level sanitarian program specialist to conduct investigation & serves as liaison with other state & federal agencies with respect to referrals not within programs regulatory authority; manages state mandated registration/certification program such as voluntary food service operator or private water system contractor registration or lead abatement licensure to include conduction technical review of applications & making recommendation for approval & serves as liaison to training providers or registrants by providing technical expertise & resolving issues of public health council rule interpretation regarding certification/registration; provides technical assistance to other sanitarians regarding findings of non-compliance with requirements for multiple statewide environmental health programs such as lead, radon & asbestos, evaluates findings of non-compliance in inspection reports from lower-level sanitarian program specialists & determines and recommends enforcement actions to administrator & provides technical expertise for development of protocols & procedures for initiation of enforcement actions) &/or acts as lead worker (i.e., provides work direction & training) over lower-level sanitarian program specialists & monitors their work to ensure consistent application of rules &/or reviews survey packages completed by lower-level sanitarian program specialists, grantees &/or contractors for accuracy & appropriateness of findings (e.g., interprets applicable laws, rules & regulations to correct or modify findings; recommends provisional status or sanctions in case of non-compliance).

Oversees staff in & provides technical assistance, consultation &/or training to local health departments, state agencies, grantees, contractors, industry &/or general public in one or more specialized areas; acts as technical liaison with other state &/or federal agencies concerning joint studies, committees, special projects &/or training & to ad hoc & formal advisory committee to develop recommendations concerning new/revised state laws & public health council rules.

Prepares reports of technical nature for area of specialization; assesses technical & training needs of local health departments using variety of methods; develops & implements appropriate training interventions &/or curricula; reviews plans for new or extensively altered milk plants, milk houses &/or other dairy farm milking facilities; reviews & analyzes proposals &/or reports; assists in preparing procedural guidelines, interpretive reports & technical bulletins; receives, assesses & determines appropriate response to complaints, determines timeline for investigations & assigns complaint for investigation to lower-level sanitarian program specialists.

Performs other miscellaneous duties (e.g., conducts inspections &/or investigations of dairy farms or nuisance complaints or site evaluation of new or altered facilities; coordinates issuing of milk producer, processor & hauler licenses; prepares evidence & testifies in hearings; maintains instruments & technical field equipment; participates in drills & exercises of emergency plans; prepares & delivers speeches & presentations to groups & organizations); assists supervisor with administrative hearings & other enforcement actions.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of human or public relations; state & federal laws, rules & regulations regarding environmental health science of assigned area; environmental health science or dairy science; general management; supervisory principles/techniques\*; employee training & development\*; statistics\*. Ability to deal with & understand most difficult classes of concepts; use proper research methods in gathering data; handle sensitive inquiries from & contact with officials & general public; prepare meaningful, concise & accurate reports; prepare & deliver speeches before specialized audiences & general public; demonstrate physical fitness.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Certificate of registration as sanitarian-in-training or as sanitarian issued by Ohio State Board of Sanitarian Registration in accordance with Chapter 4736 of Ohio Revised Code, or eligible for registration as sanitarian-in-training or sanitarian in accordance with Chapter 4736. of Revised Code & must acquire certificate as registered sanitarian or sanitarian-in-training prior to engaging in practice of environmental health, but no later than 90 days from date of employment; in addition to preceding, must meet one of following options appropriate to area to be assigned:

Positions in Dairy Program:

30 mos. trg. or 30 mos. exp. in environmental health science, of which 6 mos. must have been as grade A milk program inspector for department; must be able to provide own transportation.

-Or 6 mos. exp. as Sanitarian Program Specialist 1, 65731, in environmental health specialty to be assigned; must be able to provide own transportation.

All Other Positions:

Completion of undergraduate degree from accredited college or university including at least 45 quarter or 30 semester units of science courses in areas of biology, chemistry, physics, geology or mathematics & 36 mos. exp. in environmental health science position of which 6 mos. must have been in environmental health specialty area(s) to be assigned; must be able to provide own transportation.

-Or completion of undergraduate degree from accredited college or university with core program in environmental health science & 24 mos. experience in environmental health science position of which 6 mos. must have been in environmental health specialty area(s) to be assigned; must be able to provide own transportation.

-Or 6 mos. exp. as Sanitarian Program Specialist 1, 65731 in environmental health specialty area(s) to be assigned; must be able to provide own transportation.

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

Must possess certificate of registration as sanitarian issued by Ohio State Board of Sanitarian Registration, in accordance with Chapter 4736. of Revised Code, within 2 years of appointment to class.

**UNUSUAL WORKING CONDITIONS:**

Travel required; may be exposed to disagreeable elements &/or hazardous materials.

**POSITION TITLE:**

Sanitarian Specialist Supervisor

**MAJOR AGENCIES TO USE THIS POSITION:**

Department of Health &amp; Agriculture only

**GLOSSARY:** The terms listed, whenever they appear in this document, are to be interpreted to mean the following:

**Environmental Health Science:** means the aspect of public health science that includes, but is not limited to, the following bodies of knowledge: air quality, food quality and protection, hazardous and toxic substances, consumer product safety, housing, institutional health and safety, community noise control, radiation protection, recreation facilities, solid and liquid waste management, vector control, drinking water quality, milk sanitation and rabies control. This definition in its entirety is quoted from Section 4736.01(a) of the Revised Code.

**Practice of Environmental Health:** means consultation, instruction, investigation, inspection, or evaluation by an employee of a city health district, a general health district, the Ohio Environmental Protection Agency, the Department of Health, or the Department of Agriculture requiring specialized knowledge, training and experience in the field of environmental health science, with the primary purpose of improving or conducting administration under any of the following: (1) Chapter 911. 913., 917., 3717., 3721., 3732., or 3733. of the Revised Code; (2) Chapter 3734. of Revised Code as it pertains to solid waste; (3) Section 955.26, 3701.344, 3707.01, 3707.03, or 3707.33 to 3707.99 of the Revised Code; (4) rules adopted under Section 3701.34 of the Revised Code pertaining to home sewage, rabies control, or swimming pools. 'practice of environmental health' does include sampling, testing, controlling of vectors, reporting of observations, or other duties that do not require application of specialized knowledge and skills in environmental health, science performed under the supervision of a registered sanitarian. This definition in its entirety is quoted from Section 4736.01(e) of the Revised Code.

**Sanitarian:** means a person who performs for compensation educational, investigational, technical or administrative duties requiring specialized knowledge and skills in the field of environmental health science. This definition in its entirety is quoted from Section 4736.01(b) of the Revised Code.

**Senior Sanitarian:** serves as lead worker in Department of Agriculture (i.e., provides oversight, work direction, training, reviews work, accompanies on inspections & reinspections & makes final recommendations on enforcement to sanitarian program administrator) over employees classified as Sanitarian Program Specialist 1, 65731 in assigned region & when assigned, acts for immediate supervisor.

**NOTE:** Some aspects contained in the definition of "environmental health science" may be performed by incumbents who are registered sanitarians but who are assigned other state classifications (e.g., environmental scientist, 8586).

**CLASS CONCEPT:**

The supervisory level class works under general direction & requires thorough knowledge of environmental health science, general management principles & techniques, supervisory principles/techniques & state, federal & agency policies & regulations pertaining to environmental health science issues of assigned area in order to (i.e., in Ohio Department of Agriculture only) manage, plan, coordinate & direct dairy inspection & enforcement activities within assigned region of state & supervise sanitarian program specialists.

**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.)**

In Ohio Department of Agriculture only, manages, plans, coordinates & directs dairy inspection & enforcement activities (e.g., develops, implements, coordinates & evaluates program to ensure uniform interpretation & application of policies & procedures; directs & manages all milk sampling activities, manages issuing of dairy producer or dairy processor & hauler weigher, sampler, tester, raw milk retailer & milk dealer licenses or registration; assists in development of section policies & procedures) in assigned region of state & supervises sanitarian program specialists.

Reviews & approves or disapproves administrative reports & forms from lower-level staff; reviews & approves plans for new or extensively altered dairy facilities; organizes, completes & reviews complex, technical reports; researches & determines legal basis for policies under consideration; assists in developing rule revisions.

Interprets state, local & federal sanitation laws for other agencies & dairy industry; acts as initial contact point for general public; serves as dairy representative & prepares & presents presentations at meetings with dairy industry personnel, organizations & other state & federal agencies.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of human or public relations; state & federal laws & agency policies, rules & regulations regarding environmental health of assigned area; environmental science or dairy science; general management; supervisory principles/techniques\*; statistics; manpower planning\*. Ability to deal with & understand most difficult classes of concepts; develop complex reports & position papers; prepare & deliver speeches before specialized audiences & general public; handle sensitive inquiries from & contacts with officials & general public; demonstrate physical fitness.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Certificate of registration as sanitarian issued by Ohio State Board of Sanitarian Registration in accordance with Chapter 4736. of Revised Code or eligible for registration as Sanitarian in accordance with Chapter 4736. of Revised Code & must acquire certificate as registered sanitarian prior to engaging in practice of environmental health. In addition to proceeding, must meet one of the following options:

Completion of undergraduate core program in agriculture, with specialization in dairy science; 24 mos. exp. In environmental health specialty to be assigned; must be able to provide own transportation.

-Or completion of undergraduate core program in agriculture, with specialization in animal science & emphasis on dairy curriculum; 24 mos. exp. in environmental health specialty to be assigned; must be able to provide own transportation.

-Or 12 mos. exp. as Sanitarian Program Specialist 2, 65732, in environmental health specialty to be assigned; must be able to provide own transportation.

-Or 24 mos. exp. as Sanitarian Program Specialist 1, 65731, in environmental health specialty to be assigned; must be able to provide own transportation.

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

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

Must possess certificate of registration as sanitarian issued by Ohio State Board of Sanitarian Registration, in accordance with Chapter 4736. of Revised Code, within 2 years of appointment to class. License for sanitarian must be renewed annually in accordance with Chapter 4736.11 of Revised Code.

**UNUSUAL WORKING CONDITIONS:**

May work varying hours; may be exposed to disagreeable elements &/or hazardous materials; travel required; overnight travel may be required.

**POSITION TITLE:**

Secretary 1, 2 OR 3

**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.

&amp;/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 including 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. 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.

**POSITION TITLE:**

Storekeeper 1

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires working knowledge of inventory control & agency storeroom or warehouse procedures in order to receive & distribute stock & supplies in a one-person storeroom or in a large central warehouse &/or to operate pharmaceutical repackaging equipment.

**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.)**

Receives & distributes stock, supplies &/or equipment in one- person storeroom (i.e., storeroom with no other employees, including supervisory personnel) or in large central warehouse, reviews invoices, purchase order codes &/or packing slips to ensure correctness of items & to ensure accurate quantities delivered, inspects stock for damage & expiration date if applicable, unloads stock, fills orders, delivers stock & stores appropriately.

Inventories & orders supplies &/or equipment; completes inventory & other related records; rotates stock for efficient storage; moves furniture, processes in-coming &/or out-going mail; cleans & organizes storeroom; photocopies material; operates forklift &/or other equipment to move & store stock or equipment; checks other warehouse personnel's orders for correctness, packages drug orders after inspection & places completed orders in proper location for delivery to customers; operates pharmaceutical repackaging equipment to count fill, package, cap &/or label medication bottles &/or packages; maintains repackaging equipment & maintains records of lot numbers & expiration dates.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of inventory control; agency storeroom or warehouse procedures\*; addition, subtraction, multiplication, division, fractions, percentages; OSHA &/or other applicable safety standards & practices\*. Skill in operation of equipment (e.g., pharmaceutical repackaging, forklift)\*. Ability to recognize unusual or threatening conditions (e.g., chemical storage) & take appropriate action; sort items into categories according to established methods; complete forms accurately; work alone on most tasks; lift up to 60 lbs. of stock or equipment repeatedly.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions & percentages; 3 mos. trg. or 3 mos. exp. in inventory control. In addition, employees working in a drug central warehouse or storeroom must pass security screen.

-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 extreme temperatures while working in cold storage or outdoors.

**POSITION TITLE:**

Senior Accountant

**JOB DUTIES:**

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.

**POSITION TITLE:**

Senior Auditor

**JOB DUTIES:**

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.

**POSITION TITLE:**

Senior Budget Analyst

**JOB DUTIES:**

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.

**POSITION TITLE:**

Senior Financial Analyst

**JOB DUTIES:**

Analyzes business operations, trends, costs, revenues, financial commitments and obligations to project future revenues and expenses to assist with strategic plans. 3+ years experience.

<b>POSITION TITLE:</b> SWITCHBOARD OPERATOR
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**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.

Keeps 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:**

**POSITION TITLE:**

Tax Accountant

**JOB DUTIES:**

Computes taxes owed and prepares tax returns, ensuring compliance with payment, reporting and other tax requirements.

<b>POSITION TITLE:</b> TRUCKDRIVER: LIGHT, MEDIUM AND HEAVY
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**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 1/2 ton, generally four wheels, and/or

Operation of medium truck (straight truck) 1-1/2 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:**

**POSITION TITLE:**

Word Processing Specialist 1

**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.

**POSITION TITLE:**

Word Processing Specialist 2

**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 outgoing 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; 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 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.