

**Class Title: Cook 1**  
**Class Code: 42351**

**Bargaining Unit:** C05 – AFSCME

**Major Agencies:** Education – Deaf School & Blind School, Mental Health, Mental Retardation/Developmental Disabilities, Youth Services, Veterans' Home

**Series Purpose:**

The purpose of the cook occupation is to prepare, cook & serve foods in production quantities in an institutional setting.

At the first level, incumbents prepare & cook foods & desserts, make salads, set up food lines & serve food.

At the second level, incumbents provide work direction & training over lower-level cooks & prepare, cook & serve foods.

**CLASS CONCEPT:**

The first full performance level class works under general supervision & requires considerable knowledge of food preparation, sanitation & storage & operation of food service equipment in order to prepare, cook & serve food.

**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.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

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

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

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

Not applicable

**UNUSUAL WORKING CONDITIONS:**

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

Revision Date: May 5, 2008

**Class Title: Delivery Worker**

**Class Code: 53821**

**Bargaining Unit:** C06 – AFSCME

**Major Agencies**

All Agencies

**Series Purpose:**

The purpose of the delivery worker occupation is to transport materials & equipment from one point to another on scheduled statewide or local route.

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

**CLASS CONCEPT:**

The first full performance level class works under general supervision & requires working knowledge of agency's practices & procedures for pickup & delivery & storage of various materials & skill in operation of delivery vehicles in order to transport materials, provide assistance in storeroom & maintain delivery vehicles.

**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 addition, 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.

(\*) Developed after employment.

**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 the 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.

Revision Date: May 6, 2008

**Class Title: Epidemiology Investigation Project Manager**

**Class Code: 65766**

**Bargaining Unit: EX - Exempt**

**Major Agencies**

Health only

**Series Purpose:**

The purpose of the epidemiology investigator occupation is to perform field investigations of endemic or epidemic situations of infectious or chronic diseases & other health conditions (e.g., injuries, adverse reproductive outcomes) & related environmental public health problems in order to make determinations regarding causes, spread & prevention of diseases & other conditions.

At the lowest level, incumbents assist in investigation & control of infectious & chronic diseases by collecting human biological & environmental specimens for laboratory analysis & epidemiological health data for analysis.

At the middle levels, incumbents investigate, collect & analyze epidemiological situations & monitor state & local data & sample collection activities or coordinate epidemiological data base management activities or initiate, design & conduct epidemiological data/statistical research & investigation activities & provide technical advice & guidance regarding data collection methodology & other epidemiology issues. The projects at this level are more complex, require higher level of expertise, are larger in size, & involve more independence to make judgments & to carry out assignments.

At the supervisory level, incumbents plan, implement & manage all aspects of statewide epidemiology &/or surveillance program, participate in development of sections & bureau policies & procedures & supervises lower-level epidemiology investigators assigned to one unit.

At the manager level incumbents plan, direct, organize & manage all administrative aspects of one or more comprehensive statewide epidemiology programs & supervise lower level supervisory, administrative, professional &/or paraprofessional epidemiology staff.

This class is exclusively for use by Department of Health.

**CLASS CONCEPT:**

The management level class works under administrative direction & requires extensive knowledge of public health and epidemiology principles, data analysis & data collection techniques in order to plan, direct, organize & manage all administrative aspects of one or more comprehensive statewide epidemiology programs, supervise lower-level supervisory, administrative, professional &/or paraprofessional epidemiology 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, 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.

Revision Date: May 8, 2008

**Class Title: Epidemiology Investigation Supervisor**

**Class Code: 65765**

**Bargaining Unit: EX - Exempt**

**Major Agencies**

Health only

**Series Purpose:**

The purpose of the epidemiology investigator occupation is to perform field investigations of endemic or epidemic situations of infectious or chronic diseases & other health conditions (e.g., injuries, adverse reproductive outcomes) & related environmental public health problems in order to make determinations regarding causes, spread & prevention of diseases & other conditions.

At the lowest level, incumbents assist in investigation & control of infectious & chronic diseases by collecting human biological & environmental specimens for laboratory analysis & epidemiological health data for analysis.

At the middle levels, incumbents investigate, collect & analyze epidemiological situations & monitor state & local data & sample collection activities or coordinate epidemiological data base management activities or initiate, design & conduct epidemiological data/statistical research & investigation activities & provide technical advice & guidance regarding data collection methodology & other epidemiology issues. The projects at this level are more complex, require higher level of expertise, are larger in size, & involve more independence to make judgments & to carry out assignments.

At the supervisory level, incumbents plan, implement & manage all aspects of statewide epidemiology &/or surveillance program, participate in development of sections & bureau policies & procedures & supervises lower-level epidemiology investigators assigned to one unit.

At the manager level incumbents plan, direct, organize & manage all administrative aspects of one or more comprehensive statewide epidemiology programs & supervise lower level supervisory, administrative, professional &/or paraprofessional epidemiology staff.

This class is exclusively for use by Department of Health.

**CLASS CONCEPT:**

The supervisory level class works under general direction & requires thorough knowledge of public health and epidemiology principles, data analysis & data collection techniques in order to plan, implement & manage all aspects of statewide epidemiology &/or surveillance program, participate in development of section & bureau policies & procedures & supervise lower-level epidemiology investigators 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, 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.

Revision Date: May 8, 2008

**Class Title: Epidemiology Investigator 1**

**Class Code: 65761**

**Bargaining Unit: C13 - AFSCME**

**Major Agencies**

Health only

**Series Purpose:**

The purpose of the epidemiology investigator occupation is to perform field investigations of endemic or epidemic situations of infectious or chronic diseases & other health conditions (e.g., injuries, adverse reproductive outcomes) & related environmental public health problems in order to make determinations regarding causes, spread & prevention of diseases & other conditions.

At the lowest level, incumbents assist in investigation & control of infectious & chronic diseases by collecting human biological & environmental specimens for laboratory analysis & epidemiological health data for analysis.

At the middle levels, incumbents investigate, collect & analyze epidemiological situations & monitor state & local data & sample collection activities or coordinate epidemiological data base management activities or initiate, design & conduct epidemiological data/statistical research & investigation activities & provide technical advice & guidance regarding data collection methodology & other epidemiology issues. The projects at this level are more complex, require higher level of expertise, are larger in size, & involve more independence to make judgments & to carry out assignments.

At the supervisory level, incumbents plan, implement & manage all aspects of statewide epidemiology &/or surveillance program, participate in development of sections & bureau policies & procedures & supervises lower-level epidemiology investigators assigned to one unit.

At the manager level incumbents plan, direct, organize & manage all administrative aspects of one or more comprehensive statewide epidemiology programs & supervise lower level supervisory, administrative, professional &/or paraprofessional epidemiology staff.

This class is exclusively for use by Department of Health.

**CLASS CONCEPT:**

The developmental level class works under general supervision & requires working knowledge of epidemiology & epidemiological investigative procedures & data & sample collection methodology in order to assist with epidemiological investigations by collecting data, human biological specimens & environmental specimens for analysis.

**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.

Revision Date: May 8, 2008

**Class Title: Epidemiology Investigator 2**

**Class Code: 65762**

**Bargaining Unit: C13 - AFSCME**

**Major Agencies**

Health only

**Series Purpose:**

The purpose of the epidemiology investigator occupation is to perform field investigations of endemic or epidemic situations of infectious or chronic diseases & other health conditions (e.g., injuries, adverse reproductive outcomes) & related environmental public health problems in order to make determinations regarding causes, spread & prevention of diseases & other conditions.

At the lowest level, incumbents assist in investigation & control of infectious & chronic diseases by collecting human biological & environmental specimens for laboratory analysis & epidemiological health data for analysis.

At the middle levels, incumbents investigate, collect & analyze epidemiological situations & monitor state & local data & sample collection activities or coordinate epidemiological data base management activities or initiate, design & conduct epidemiological data/statistical research & investigation activities & provide technical advice & guidance regarding data collection methodology & other epidemiology issues. The projects at this level are more complex, require higher level of expertise, are larger in size, & involve more independence to make judgments & to carry out assignments.

At the supervisory level, incumbents plan, implement & manage all aspects of statewide epidemiology &/or surveillance program, participate in development of sections & bureau policies & procedures & supervises lower-level epidemiology investigators assigned to one unit.

At the manager level incumbents plan, direct, organize & manage all administrative aspects of one or more comprehensive statewide epidemiology programs & supervise lower level supervisory, administrative, professional &/or paraprofessional epidemiology staff.

This class is exclusively for use by Department of Health.

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of epidemiology & methodology for identifying & researching infectious or chronic diseases & other health conditions (e.g., injuries, adverse reproductive outcomes) & related environmental health problems in order to investigate, collect & analyze endemic or epidemic situation of infectious or chronic diseases, or related health conditions, or related environmental health problems & interpret statistics & reach conclusion regarding causes of specific disease, spread & prevention of diseases & other conditions & monitor specimen & data collection activities of state & local public health personnel.

**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.

Revision Date: May 8, 2008

**Class Title: Epidemiology Investigator 3**

**Class Code: 65763**

**Bargaining Unit: C13 - AFSCME**

**Major Agencies**

Health only

**Series Purpose:**

The purpose of the epidemiology investigator occupation is to perform field investigations of endemic or epidemic situations of infectious or chronic diseases & other health conditions (e.g., injuries, adverse reproductive outcomes) & related environmental public health problems in order to make determinations regarding causes, spread & prevention of diseases & other conditions.

At the lowest level, incumbents assist in investigation & control of infectious & chronic diseases by collecting human biological & environmental specimens for laboratory analysis & epidemiological health data for analysis.

At the middle levels, incumbents investigate, collect & analyze epidemiological situations & monitor state & local data & sample collection activities or coordinate epidemiological data base management activities or initiate, design & conduct epidemiological data/statistical research & investigation activities & provide technical advice & guidance regarding data collection methodology & other epidemiology issues. The projects at this level are more complex, require higher level of expertise, are larger in size, & involve more independence to make judgments & to carry out assignments.

At the supervisory level, incumbents plan, implement & manage all aspects of statewide epidemiology &/or surveillance program, participate in development of sections & bureau policies & procedures & supervises lower-level epidemiology investigators assigned to one unit.

At the manager level incumbents plan, direct, organize & manage all administrative aspects of one or more comprehensive statewide epidemiology programs & supervise lower level supervisory, administrative, professional &/or paraprofessional epidemiology staff.

This class is exclusively for use by Department of Health.

**CLASS CONCEPT:**

The advanced level class works under general direction & requires thorough knowledge of public health and epidemiology principles, data analysis & data collection techniques in order to initiate, design & conduct epidemiological data/statistical research & investigation activities of infectious or chronic diseases, or related health conditions, or related environmental health problems, &/or coordinate epidemiological data base management, or to do one of preceding options & serve as lead worker (i.e., provide work direction & training) over lower-level epidemiology investigators & support staff & provide technical advice & guidance to state & local public health personnel regarding specific epidemiology situations.

**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.

Revision Date: May 8, 2008

**Class Title: Health Planning Administrator 1**

**Class Code: 65245**

**Bargaining Unit: EX - Exempt**

**Major Agencies**

Aging, Health, Rehabilitation & Correction, Youth Services only

**Series Purpose:**

The purpose of the health planning occupation is to develop, plan & manage health program administration functions & act as an intra & inter agency liaison for assigned area.

At the lower levels, incumbents supervise unit staff in implementation of health care, health care access, prevention or promotion activities or manage one or more public health program(s) or direct nursing care for Corrections Medical Center.

At the middle level, incumbents administer daily operations of bureau & act as assistant bureau chief or administer assigned section activities or plan, direct & coordinate one or more agency-wide infectious disease control program(s) or administer daily operations of Office of Medical Services or maintain all aspects of administrative capacity to enable statewide home based services for elderly or develop statewide policies & procedures for assigned health discipline/area on behalf of appointing authority.

At the highest level, incumbents act as bureau or assistant division chief or plan, direct & evaluate employee health services network or act as agency's nursing health authority.

**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 program 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.

Revision Date: May 8, 2008

**Class Title: Health Planning Administrator 2**

**Class Code: 65246**

**Bargaining Unit: EX - Exempt**

**Major Agencies**

Aging, Health, Rehabilitation & Correction, Youth Services only

**Series Purpose:**

The purpose of the health planning occupation is to develop, plan & manage health program administration functions & act as an intra & inter agency liaison for assigned area.

At the lower levels, incumbents supervise unit staff in implementation of health care, health care access, prevention or promotion activities or manage one or more public health program(s) or direct nursing care for Corrections Medical Center.

At the middle level, incumbents administer daily operations of bureau & act as assistant bureau chief or administer assigned section activities or plan, direct & coordinate one or more agency-wide infectious disease control program(s) or administer daily operations of Office of Medical Services or maintain all aspects of administrative capacity to enable statewide home based services for elderly or develop statewide policies & procedures for assigned health discipline/area on behalf of appointing authority.

At the highest level, incumbents act as bureau or assistant division chief or plan, direct & evaluate employee health services network or act as agency's nursing health authority.

**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.

Revision Date: May 8, 2008

**Class Title: Health Planning Administrator 3**

**Class Code: 65247**

**Bargaining Unit: EX - Exempt**

**Major Agencies**

Aging, Health, Rehabilitation & Correction, Youth Services only

**Series Purpose:**

The purpose of the health planning occupation is to develop, plan & manage health program administration functions & act as an intra & inter agency liaison for assigned area.

At the lower levels, incumbents supervise unit staff in implementation of health care, health care access, prevention or promotion activities or manage one or more public health program(s) or direct nursing care for Corrections Medical Center.

At the middle level, incumbents administer daily operations of bureau & act as assistant bureau chief or administer assigned section activities or plan, direct & coordinate one or more agency-wide infectious disease control program(s) or administer daily operations of Office of Medical Services or maintain all aspects of administrative capacity to enable statewide home based services for elderly or develop statewide policies & procedures for assigned health discipline/area on behalf of appointing authority.

At the highest level, incumbents act as bureau or assistant division chief or plan, direct & evaluate employee health services network or act as agency's nursing health authority.

**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.

Revision Date: May 8, 2008

**Class Title: Health Planning Administrator 4**

**Class Code: 65248**

**Bargaining Unit: EX - Exempt**

**Major Agencies**

Aging, Health, Rehabilitation & Correction, Youth Services only

**Series Purpose:**

The purpose of the health planning occupation is to develop, plan & manage health program administration functions & act as an intra & inter agency liaison for assigned area.

At the lower levels, incumbents supervise unit staff in implementation of health care, health care access, prevention or promotion activities or manage one or more public health program(s) or direct nursing care for Corrections Medical Center.

At the middle level, incumbents administer daily operations of bureau & act as assistant bureau chief or administer assigned section activities or plan, direct & coordinate one or more agency-wide infectious disease control program(s) or administer daily operations of Office of Medical Services or maintain all aspects of administrative capacity to enable statewide home based services for elderly or develop statewide policies & procedures for assigned health discipline/area on behalf of appointing authority.

At the highest level, incumbents act as bureau or assistant division chief or plan, direct & evaluate employee health services network or act as agency's nursing health authority.

**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.

Revision Date: May 8, 2008

**Class Title: Human Services Program Administrator 1**

**Class Code: 69415**

**Bargaining Unit: EX - Exempt**

**Major Agencies**

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

**Series Purpose:**

The purpose of the human services program occupation is to develop, coordinate & implement human services programs which provide direct or indirect services to the public or institutionalized persons. At the lower levels, incumbents implement human services programs or act as program/project consultant. At the higher levels, incumbents supervise or administer human services programs & formulate & direct implementation of human services program policies, procedures, goals & objectives.

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.

Revision Date: May 9, 2008

**Class Title: Human Services Program Administrator 2**

**Class Code: 69416**

**Bargaining Unit: EX - Exempt**

**Major Agencies**

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

**Series Purpose:**

The purpose of the human services program occupation is to develop, coordinate & implement human services programs which provide direct or indirect services to the public or institutionalized persons. At the lower levels, incumbents implement human services programs or act as program/project consultant. At the higher levels, incumbents supervise or administer human services programs & formulate & direct implementation of human services program policies, procedures, goals & objectives.

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.

Revision Date: May 9, 2008

**Class Title: Human Services Program Administrator 3**

**Class Code: 69417**

**Bargaining Unit: EX - Exempt**

**Major Agencies**

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

**Series Purpose:**

The purpose of the human services program occupation is to develop, coordinate & implement human services programs which provide direct or indirect services to the public or institutionalized persons. At the lower levels, incumbents implement human services programs or act as program/project consultant. At the higher levels, incumbents supervise or administer human services programs & formulate & direct implementation of human services program policies, procedures, goals & objectives.

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.

Revision Date: May 9, 2008

**Class Title: Human Services Program Administrator 4**

**Class Code: 69418**

**Bargaining Unit: EX - Exempt**

**Major Agencies**

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

**Series Purpose:**

The purpose of the human services program occupation is to develop, coordinate & implement human services programs which provide direct or indirect services to the public or institutionalized persons. At the lower levels, incumbents implement human services programs or act as program/project consultant. At the higher levels, incumbents supervise or administer human services programs & formulate & direct implementation of human services program policies, procedures, goals & objectives.

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.

Revision Date: May 9, 2008

**Class Title: Human Services Program Consultant**

**Class Code: 69413**

**Bargaining Unit: E12 - 1199**

**Major Agencies**

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

**Series Purpose:**

The purpose of the human services program occupation is to develop, coordinate & implement human services programs which provide direct or indirect services to the public or institutionalized persons. At the lower levels, incumbents implement human services programs or act as program/project consultant. At the higher levels, incumbents supervise or administer human services programs & formulate & direct implementation of human services program policies, procedures, goals & objectives.

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.

Revision Date: May 9, 2008

**Class Title: Office Assistant 1**

**Class Code: 12511**

**Bargaining Unit: C09 – AFSCME**

**Major Agencies**

All Agencies

**Series Purpose:**

The purpose of the office assistant occupation is to perform a variety of clerical & typing tasks in order to provide general office work in support of an organizational unit.

At the lower level, incumbents perform primarily clerical tasks, although typing is also a major duty. At the higher level, incumbents produce more complex typed materials while continuing to perform a variety of clerical tasks.

Clerical positions that do not require typing less than 20% of the time are classified in the Clerk positions. Positions performing administrative duties along with clerical duties are classified in the Secretary series.

**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.

Revision Date: May 1, 2008

**Class Title: Office Assistant 2**

**Class Code: 12512**

**Bargaining Unit: C09 – AFSCME**

**Major Agencies**

All Agencies

**Series Purpose:**

The purpose of the office assistant occupation is to perform a variety of clerical & typing tasks in order to provide general office work in support of an organizational unit.

At the lower level, incumbents perform primarily clerical tasks, although typing is also a major duty. At the higher level, incumbents produce more complex typed materials while continuing to perform a variety of clerical tasks.

Clerical positions that do not require typing less than 20% of the time are classified in the Clerk positions. Positions performing administrative duties along with clerical duties are classified in the Secretary series.

**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.

Revision Date: May 1, 2008

**Class Title: Office Assistant 3**

**Class Code: 12513**

**Bargaining Unit: C09 – AFSCME**

**Major Agencies**

All Agencies

**Series Purpose:**

The purpose of the office assistant occupation is to perform a variety of clerical & typing tasks in order to provide general office work in support of an organizational unit.

At the lower level, incumbents perform primarily clerical tasks, although typing is also a major duty. At the higher level, incumbents produce more complex typed materials while continuing to perform a variety of clerical tasks.

Clerical positions that do not require typing less than 20% of the time are classified in the Clerk positions. Positions performing administrative duties along with clerical duties are classified in the Secretary series.

**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.

Revision Date: May 1, 2008

**Class Title: Sanitarian Program Administrator 1**

**Class Code: 65736**

**Bargaining Unit: EX - Exempt**

**Major Agencies**

Health & Agriculture only

**Series Purpose:**

The purpose of the sanitarian program occupation is to provide advice, consultation & direction to local health departments, industry & citizens concerning state environmental health science programs & conduct inspections &/or investigations for compliance with state regulations pertaining to environmental health science conditions.

At the lower level, incumbents perform inspections, surveys &/or investigations & enforcement activities &/or assist in providing technical assistance under direction of higher-level sanitarian program specialist in one or more environmental health science areas &/or multi-disciplinary public health services (e.g., Grade A milk &/or dairy, radon, 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, lead, asbestos) &/or conduct program evaluations of milk &/or dairy interstate shipment or similar programs by established numeric rating system to determine if collection &/or hauling of samples &/or products is in compliance with applicable laws & rules.

At the middle level, incumbents serve as senior sanitarian over employees classified as Sanitarian Program Specialist 1, 65731 in assigned region, or act as technical expert for one or more environmental health science areas &/or multi-disciplinary public health services &/or act as lead worker over lower-level sanitarian program specialists &/or review survey packages completed by lower-level sanitarian program specialists, grantees &/or contractors.

At the supervisory level, in Ohio Department of Agriculture only, incumbents manage, plan, coordinate & direct dairy inspection & enforcement activities in assigned region of state & supervise sanitarian program specialists.

At the first administrator level, incumbents supervise employees classified as Sanitarian Program Specialist 1, 65731 &/or 2, 65732 & if assigned, other staff in the performance of environmental health science &/or multi-disciplinary public health services in one or more programmatic or functional area, & in Ohio Department of Agriculture only, supervises Sanitarian Specialist Supervisor, 65735, if assigned.

At the second administrator level, incumbents supervise two or more subordinate employees one of which is classified as Sanitarian Program Administrator 1, 65736 & plan, design, manage & conduct statewide environmental health sciences &/or multi-disciplinary public health programs for assigned section.

**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 thorough 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; demonstrates 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.

Revision Date: May 8, 2008

**Class Title: Sanitarian Program Administrator 1**

**Class Code: 65737**

**Bargaining Unit: EX - Exempt**

**Major Agencies**

Health & Agriculture only

**Series Purpose:**

The purpose of the sanitarian program occupation is to provide advice, consultation & direction to local health departments, industry & citizens concerning state environmental health science programs & conduct inspections &/or investigations for compliance with state regulations pertaining to environmental health science conditions.

At the lower level, incumbents perform inspections, surveys &/or investigations & enforcement activities &/or assist in providing technical assistance under direction of higher-level sanitarian program specialist in one or more environmental health science areas &/or multi-disciplinary public health services (e.g., Grade A milk &/or dairy, radon, 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, lead, asbestos) &/or conduct program evaluations of milk &/or dairy interstate shipment or similar programs by established numeric rating system to determine if collection &/or hauling of samples &/or products is in compliance with applicable laws & rules.

At the middle level, incumbents serve as senior sanitarian over employees classified as Sanitarian Program Specialist 1, 65731 in assigned region, or act as technical expert for one or more environmental health science areas &/or multi-disciplinary public health services &/or act as lead worker over lower-level sanitarian program specialists &/or review survey packages completed by lower-level sanitarian program specialists, grantees &/or contractors.

At the supervisory level, in Ohio Department of Agriculture only, incumbents manage, plan, coordinate & direct dairy inspection & enforcement activities in assigned region of state & supervise sanitarian program specialists.

At the first administrator level, incumbents supervise employees classified as Sanitarian Program Specialist 1, 65731 &/or 2, 65732 & if assigned, other staff in the performance of environmental health science &/or multi-disciplinary public health services in one or more programmatic or functional area, & in Ohio Department of Agriculture only, supervises Sanitarian Specialist Supervisor, 65735, if assigned.

At the second administrator level, incumbents supervise two or more subordinate employees one of which is classified as Sanitarian Program Administrator 1, 65736 & plan, design, manage & conduct statewide environmental health sciences &/or multi-disciplinary public health programs for assigned section.

**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.

**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, including but not limited to 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.

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

Represents agency of state level inter-departmental advisory boards & commissions & in policy level matters with local, state & federal agencies, including 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.

Revision Date: May 8, 2008

**Class Title: Sanitarian Program Specialist 1**

**Class Code: 65731**

**Bargaining Unit: C13 - AFSCME**

**Major Agencies**

Health & Agriculture only

**Series Purpose:**

The purpose of the sanitarian program occupation is to provide advice, consultation & direction to local health departments, industry & citizens concerning state environmental health science programs & conduct inspections &/or investigations for compliance with state regulations pertaining to environmental health science conditions.

At the lower level, incumbents perform inspections, surveys &/or investigations & enforcement activities &/or assist in providing technical assistance under direction of higher-level sanitarian program specialist in one or more environmental health science areas &/or multi-disciplinary public health services (e.g., Grade A milk &/or dairy, radon, 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, lead, asbestos) &/or conduct program evaluations of milk &/or dairy interstate shipment or similar programs by established numeric rating system to determine if collection &/or hauling of samples &/or products is in compliance with applicable laws & rules.

At the middle level, incumbents serve as senior sanitarian over employees classified as Sanitarian Program Specialist 1, 65731 in assigned region, or act as technical expert for one or more environmental health science areas &/or multi-disciplinary public health services &/or act as lead worker over lower-level sanitarian program specialists &/or review survey packages completed by lower-level sanitarian program specialists, grantees &/or contractors.

At the supervisory level, in Ohio Department of Agriculture only, incumbents manage, plan, coordinate & direct dairy inspection & enforcement activities in assigned region of state & supervise sanitarian program specialists.

At the first administrator level, incumbents supervise employees classified as Sanitarian Program Specialist 1, 65731 &/or 2, 65732 & if assigned, other staff in the performance of environmental health science &/or multi-disciplinary public health services in one or more programmatic or functional area, & in Ohio Department of Agriculture only, supervises Sanitarian Specialist Supervisor, 65735, if assigned.

At the second administrator level, incumbents supervise two or more subordinate employees one of which is classified as Sanitarian Program Administrator 1, 65736 & plan, design, manage & conduct statewide environmental health sciences &/or multi-disciplinary public health programs for assigned section.

**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:**

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

Revision Date: January 31, 2010

**Class Title: Sanitarian Program Specialist 2**

**Class Code: 65732**

**Bargaining Unit: C13 - AFSCME**

**Major Agencies**

Health & Agriculture only

**Series Purpose:**

The purpose of the sanitarian program occupation is to provide advice, consultation & direction to local health departments, industry & citizens concerning state environmental health science programs & conduct inspections &/or investigations for compliance with state regulations pertaining to environmental health science conditions.

At the lower level, incumbents perform inspections, surveys &/or investigations & enforcement activities &/or assist in providing technical assistance under direction of higher-level sanitarian program specialist in one or more environmental health science areas &/or multi-disciplinary public health services (e.g., Grade A milk &/or dairy, radon, 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, lead, asbestos) &/or conduct program evaluations of milk &/or dairy interstate shipment or similar programs by established numeric rating system to determine if collection &/or hauling of samples &/or products is in compliance with applicable laws & rules.

At the middle level, incumbents serve as senior sanitarian over employees classified as Sanitarian Program Specialist 1, 65731 in assigned region, or act as technical expert for one or more environmental health science areas &/or multi-disciplinary public health services &/or act as lead worker over lower-level sanitarian program specialists &/or review survey packages completed by lower-level sanitarian program specialists, grantees &/or contractors.

At the supervisory level, in Ohio Department of Agriculture only, incumbents manage, plan, coordinate & direct dairy inspection & enforcement activities in assigned region of state & supervise sanitarian program specialists.

At the first administrator level, incumbents supervise employees classified as Sanitarian Program Specialist 1, 65731 &/or 2, 65732 & if assigned, other staff in the performance of environmental health science &/or multi-disciplinary public health services in one or more programmatic or functional area, & in Ohio Department of Agriculture only, supervises Sanitarian Specialist Supervisor, 65735, if assigned.

At the second administrator level, incumbents supervise two or more subordinate employees one of which is classified as Sanitarian Program Administrator 1, 65736 & plan, design, manage & conduct statewide environmental health sciences &/or multi-disciplinary public health programs for assigned section.

**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 from date of appointment to class.

**UNUSUAL WORKING CONDITIONS:**

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

Revision Date: May 8, 2008

**Class Title: Sanitarian Specialist Supervisor**

**Class Code: 65735**

**Bargaining Unit: EX - Exempt**

**Major Agencies**

Health & Agriculture only

**Series Purpose:**

The purpose of the sanitarian program occupation is to provide advice, consultation & direction to local health departments, industry & citizens concerning state environmental health science programs & conduct inspections &/or investigations for compliance with state regulations pertaining to environmental health science conditions.

At the lower level, incumbents perform inspections, surveys &/or investigations & enforcement activities &/or assist in providing technical assistance under direction of higher-level sanitarian program specialist in one or more environmental health science areas &/or multi-disciplinary public health services (e.g., Grade A milk &/or dairy, radon, 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, lead, asbestos) &/or conduct program evaluations of milk &/or dairy interstate shipment or similar programs by established numeric rating system to determine if collection &/or hauling of samples &/or products is in compliance with applicable laws & rules.

At the middle level, incumbents serve as senior sanitarian over employees classified as Sanitarian Program Specialist 1, 65731 in assigned region, or act as technical expert for one or more environmental health science areas &/or multi-disciplinary public health services &/or act as lead worker over lower-level sanitarian program specialists &/or review survey packages completed by lower-level sanitarian program specialists, grantees &/or contractors.

At the supervisory level, in Ohio Department of Agriculture only, incumbents manage, plan, coordinate & direct dairy inspection & enforcement activities in assigned region of state & supervise sanitarian program specialists.

At the first administrator level, incumbents supervise employees classified as Sanitarian Program Specialist 1, 65731 &/or 2, 65732 & if assigned, other staff in the performance of environmental health science &/or multi-disciplinary public health services in one or more programmatic or functional area, & in Ohio Department of Agriculture only, supervises Sanitarian Specialist Supervisor, 65735, if assigned.

At the second administrator level, incumbents supervise two or more subordinate employees one of which is classified as Sanitarian Program Administrator 1, 65736 & plan, design, manage & conduct statewide environmental health sciences &/or multi-disciplinary public health programs for assigned section.

**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; assist 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 science of assigned area; environmental health 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; demonstrates 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 preceding, must meet one of 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 science 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.

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