

POSITION TITLE:

Account Clerk 1

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

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

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

POSITION TITLE:

Account Clerk 2

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

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

POSITION TITLE:

Account Clerk 3

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

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

- Or 18 mos. exp. as Account Clerk 2, 16512.

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

POSITION TITLE:

Accountant

JOB DUTIES:

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

POSITION TITLE:

Accounts Payable Supervisor

JOB DUTIES:

Supervise employees performing matching, batching and coding of payables to include overseeing the cutting of checks. Verifies figures, postings and documents for correct entry, mathematical accuracy and proper coding.

POSITION TITLE:

Accounts Receivable Supervisor

JOB DUTIES:

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

JOB TITLE

Activities Aide

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

Monitors activities of students/clients/residents/consumers/ inmates during activity therapy & recreational activities & assists higher-level therapists in implementation of activity therapy programs.

Escorts clients/residents/consumers/students to & from activities; maintains client/resident/consumer/student participation & other activity therapy records; attends staff meetings to provide input concerning client/resident participation.

MAJOR WORKER CHARACTERISTICS:

Knowledge of addition/subtraction; departmental & agency rules, guidelines & procedures pertaining to activity therapy*; safety practices pertaining to activity therapy*. Ability to carry out simple instructions; recognize unusual or threatening conditions & take appropriate action; read short sentences with concrete vocabulary; complete routine forms; cooperate with co-workers on group projects; demonstrate physical fitness to lift 50-100 lbs.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work rotating shifts; may be exposed to persons who are dangerous, exhibit erratic behavior, are handicapped or have combination of physical & mental disabilities.

JOB TITLE

Activity Therapy Specialist 1

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

Organizes, plans & conducts individual &/or group classes in activity therapy program of medically approved specialty area for specific therapeutic & goal reaching purposes (e.g., occupational, structured therapeutic, pre-vocational, vocational, or social areas) for clients, residents or students (e.g., students who are hearing impaired, residents who are mentally ill &/or developmentally disabled) for rehabilitative purposes other than entertainment (e.g., occupational, structured therapeutic, adaptive sports activities, interactive computer access, card games, adapted aquatics, music therapy, animal-assisted therapy (AAT), special events, outings, performing arts, evening group programs, video viewing, construction projects &/or leather-tooling to increase self-esteem, develop new hobbies &/or develop ability to participate in solitary or small group activities; specialized art areas of batik, carving, sculpting, photography or specialized art therapy activities using various aid medias such as paint, chalk or crayons which are geared to individual patients; horticulture, music, dance &/or movement exploration which are oriented toward education & socialization) & gives instruction & training to volunteers, students, resident workers or patient workers.

Prepares & maintains work related documentation (e.g., prepares routine & special reports on resident activities within program; prepares correspondence, memos & newsletters; maintains & updates monthly calendar of events; completes orders & maintains receipts for needed supplies or equipment; maintains records of patient participation, progress & attendance).

Attends & participates in meetings (e.g., interdisciplinary team meetings, staff meetings, departmental meetings, training sessions, conferences, seminars) & performs various work related miscellaneous tasks (e.g., decorates in-house bulletin boards, makes & distributes signs regarding programs, maintains tools, supplies & equipment; operates state owned car or van to escort &/or transport patients or clients to activities; assist general activities therapist with adapted aquatics; cleans & maintains work areas; assists guest instructors with scheduled activities).

MAJOR WORKER CHARACTERISTICS:

Knowledge of agency &/or state policies, procedures & safety practices (e.g., CPR*, fire safety*, first aid*, ~~ICF/MRDD~~ ICF/IID*, O.S.H.A*, paces*) regarding specialty area activity therapy operations*; techniques of applicable activity therapy specialty area (e.g., music therapy for mentally, physically &/or emotionally handicapped, movement/ dance therapy, senses therapy, animal-assisted therapy); public relations, human relations. Skill in operation of car, van, tractor with hitch*, flat bed trailer*, pallet jack*, mechanical lift*, fork lift*, heat sealer*, calculator*, fax*, alpha pager*, Ellison machine*, copier*, popcorn machine*, web TV*, VCR*, DVD*, cash register*, personal computer*. Ability to develop & maintain good rapport with physicians, nurses, therapeutic program workers, general activity specialists, family members, volunteers, residents, students, patients or clients; prepare meaningful, concise & accurate reports; cooperate with co-workers on group projects; gather, collate & classify information about data, people or things; define problems, collect data, establish facts & draw valid conclusions; push, pull & lift patients or clients in wheelchairs; lift boxes, moves furniture; lift up to 100 lbs.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in recreation or specialty area (e.g., music, art, drama); valid drivers' license.

-Or completion of associate degree in recreation or specialty area (e.g., music, art, drama); 12 mos. exp. in Activity Therapy; valid drivers' license.

Note: must have certification in animal-assisted therapy if utilizing trained animals for therapeutic goal reaching purposes.

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work rotating shifts; may be exposed to dirt & dust; may be exposed to persons who are dangerous, exhibit erratic behavior, are handicapped or have combination of physical & mental disabilities; may be exposed to human waste; may be exposed to human & equipment noise; may work in tight confined work area.

JOB TITLE

Activity Therapy Specialist 2

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

Plans, organizes, conducts & ensures implementation of clinical adjunctive therapy program/services in specialty area (e.g., occupational, vocational or social areas, such as music therapy, drama therapy, movement/dance therapy, swimming with emphasis on adaptive aquatic skills, re-motivation/reality orientation) for specific therapeutic & goal-reaching, rehabilitative purposes other than entertainment (e.g., attends planning sessions such as interdisciplinary team meetings, follows departmental standards & implements individual & group activity therapy such as for patients who are adult psychiatric, adult acute care, geriatric, forensic, mentally ill, _____ who are deaf & blind, multi-handicapped & visually impaired in use of their remaining senses such as auditory, tactile &/or residual vision; provides guidance in music department operations & instructs in individual & group lessons in playing of instruments, music reading & writing &/or in music appreciation) & conducts individual & group therapy sessions (e.g., conducts music therapy to include choral conducting, vocal production, lyric analysis, movement & music, instrumental, improvisation & aural; oversees patients in various routines of supportive work/work adjustment program; conducts art therapy sessions using defined therapy techniques & mediums to include ulman diagnostic series & projective techniques such as house-tree-person & kinetic family drawing); conducts/teaches pool therapy to include water walking & flexibility for injured workers; utilizes recreation therapy techniques to include item analysis, activity analysis & task analysis; leads groups in two areas which may include life vices, peace talks, hygiene, stress/anger management, community service &/or arts/crafts) for evaluation & skills/performance development in areas such as social, physical, cognitive, behavioral & leisure,

Or

In Department of Rehabilitation & Correction, plans, organizes, conducts & ensures implementation of clinical adjunctive therapy program/services as described above, but only for inmates assigned to residential treatment unit(s).

Prepares & maintains work related documentation (e.g., records or evaluations of individual progress &/or involvement towards established goals of education or treatment plan; reports regarding equipment maintenance; completes requisition &/or purchase orders for supplies & equipment; maintains inventory of supplies & equipment; maintains daily tool, equipment & chemical inventory; lesson plans specifying use of instructional materials; files on patient treatment plans; notes of unusual patient behavior; departmental log on attendance & participation of residents in program; monthly attendance figures for program; patient assessments & program proposals written by staff); daily ancillary service data collection form); completes clinical documentation to assure compliance with accrediting/certifying agencies (e.g., JCAHO; Medicare); provides clinical lead work/work direction to lower-level activity therapy specialist(s), assigned student practicum's & internships, volunteers & patients involved from hospital &/or community if assigned; oversees inmates in grounds keeping duties (e.g., mowing grass; maintaining recreational playing fields & courts); prepares computer generated reports on patients as required; makes policy &/or work recommendations (e.g., regarding unit programming to include improving programming, referral programming & new programming; recovery initiative; SAMI programming; utilization of space to enhance therapeutic environment) to supervisor, program administrator &/or administrator.

Participates & attends meetings, conferences/seminars &/or workshop sessions (e.g., serves as primary member of assigned interdisciplinary treatment team (s); in-service meetings with staff & parents; case conferences; treatment team; patient care monitoring; program planning meetings); evaluates patients, formulates & implements individual treatment plans. (i.e., ITPS); performs various work related miscellaneous tasks (e.g., maintains supplies & equipment such as music therapy instruments; edits monthly resident staff news letter; decorates bulletin boards; makes & distributes program related advertising regarding programs, plans & coordinates major hospital events for hospital population; organizes team sports; arranges movie schedule entertainment & supervises games; escorts visitors; assists in budget preparation); completes mandated training.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training & development*; agency &/or state policies, procedures & safety practices regarding specialty area activity therapy operation*; techniques of applicable activity therapy specialty area activities (e.g., art therapy, music therapy for mentally, physically &/or emotionally handicapped, movement/dance therapy, senses therapy, recreation therapy); public relations*. Skill in operation of personal computer. Ability to deal with several variables in somewhat unfamiliar context; establish friendly atmosphere as lead worker; gather, collate & classify information about data, people or things; develop good rapport with inmates, residents, patients, clients, children who are disabled; define problems, collect data, establish facts & draw valid conclusions; prepare meaningful, concise & accurate reports; cooperate with co-workers on group projects.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's degree in music therapy from an accredited institution approved by American Music Therapy Association (i.e., AMTA); completion of 6 mos., 1040 hour music therapy internship at an approved AMTA site & board certification (i.e., MT-BC) by certification board for music therapists (i.e., CBMT); 24 mos. exp. in activity therapy.

-Or bachelor's degree in therapeutic recreation; completion of 1000 hour clinical practicum & certification by national council on therapeutic recreation certification; 24 mos. exp. in activity therapy.

-Or completion of undergraduate core program in recreation, physical education or specialty area (e.g., music, art, drama, dance); 24 mos. exp. in activity therapy.

-Or completion of associate degree in recreation or specialty area (e.g., music, art, drama, dance); 24 mos. exp. in activity therapy.

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work rotating shifts; may be exposed to persons who are dangerous, exhibit erratic behavior, are handicapped or have combination of physical & mental disabilities; may be exposed to recreation noise; may assist with psychiatric emergencies where restraints are used; may be exposed to infectious diseases.

POSITION TITLE:

Administrative Assistant 1

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

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

POSITION TITLE:

Administrative Professional 1

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

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

&/OR

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

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel to community sites

POSITION TITLE:

Administrative Professional 2

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

Knowledge of English grammar & composition; arithmetic that includes addition, subtraction, multiplication & division; records management; business communications; administrative practices & procedures*; general office practices & procedures; agency-specific office practices & procedures*; budgeting*; government structure & process*. Skill in keyboarding; business office software applications (e.g., Microsoft Office); operation of personal computer & office machines (e.g., transcribing equipment, calculators). Ability to deal with problems involving several variables within familiar context; apply principles to solve practical, everyday problems; interpret instructions in written or oral form; write routine business letters following standard procedures; compose directives, memos & other publications; complete routine forms or records; make appointments; arrange items in numerical or alphabetical order; move fingers easily to perform manual functions; assess questions & provide appropriate information or referral. Other duties as assigned.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

POSITION TITLE:

Administrative Professional 3

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

Knowledge of English grammar & composition; arithmetic that includes addition, subtraction, multiplication & division; records management; business communications; administrative practices & procedures*; general office practices & procedures; agency-specific office practices & procedures*; budgeting*; government structure & process*. Skill in keyboarding; business office software applications (e.g., Microsoft Office); operation of personal computer & office machines (e.g., transcribing equipment, calculators). Ability to deal with problems involving several variables within familiar context; apply principles to solve practical, everyday problems; interpret instructions in written or oral form; write routine business letters following standard procedures; complete routine forms or records; make appointments; arrange items in numerical or alphabetical order; move fingers easily to perform manual functions; assess questions & provide appropriate information or referral. Other duties as assigned.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

POSITION TITLE:

Administrative Secretary

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

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

(*) Developed after employment

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

POSITION TITLE:

Aircraft Maintenance Technician

JOB DUTIES IN ORDER OF IMPORTANCE

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

MAJOR WORKER CHARACTERISTICS

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

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

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

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

If applicable, Inspection Authorization Certificate must be renewed annually.

UNUSUAL WORKING CONDITIONS

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

POSITION TITLE:

Auditor

JOB DUTIES:

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

CLASS TITLE

Automotive Mechanic 1

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

Assists higher-level mechanics in repair & replacement of major parts on cars, trucks & equipment &/or motorcycles, performs routine service & maintenance (e.g., lubrications, oil changes, spark plug replacements, filter replacements, tire changes, cooling system servicing) & repairs & replaces minor worn out parts (e.g., hoses, fan belts & other replaceable components).

Services vehicles in field or on road, performs minor repairs &/or transports parts; cleans garage area; maintains records of service or maintenance performed; operates tow truck, dump truck &/or snow plow; washes vehicles or equipment; pumps gasoline.

MAJOR WORKER CHARACTERISTICS:

Knowledge of auto mechanics; safety practices associated with repair of vehicles &/or equipment; addition, subtraction, multiplication, division. Skill in operating hand & power tools related to repair & maintenance of vehicles & equipment. Ability to understand system of mechanical procedures; work alone on most tasks; stand or bend continuously; lift &/or transport up to 50 lbs. of automotive parts or tires; use limbs/fingers easily to perform manual functions.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication & division; 12 mos. trg. or 12 mos. exp. in automotive mechanics. The final applicant accepted for this position will be required to submit to urinalysis prior to appointment to test for illegal drug use. An applicant with a positive test result will not be offered employment, per section 3719.01 & 3719.41 of Ohio revised code. Valid commercial driver's license required if motor equipment is of type & size regulated by sections 4506.01 & 4506.12 of Ohio revised code.

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to dirt, grease, loud noise, dust, gas fumes & other unpleasant conditions; may work outside exposed to unpleasant weather conditions; may be on call 24 hrs./day, 7 days/week.

CLASS TITLE

Automotive Mechanic 2

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

Performs preventive maintenance & service (e.g., tunes gas &/or diesel engines; inspects engines checking for leaks, worn or close components, fluid levels, belt & hose conditions &/or mounting; inspects underbody checking for leaks, loose or worn components in suspension, steering &/or drive train; inspects brakes looking for loose or worn components, proper adjustments &/or leaks; changes fluids; operates electronic system scope) on cars, trucks & equipment (e.g., mowers, tractors, graders, weed eaters, generators) & repairs, rebuilds &/or replaces major parts (e.g., carburetor, alternator, water or fuel pump, clutches, brake systems, exhaust systems) &/or motorcycles.

Performs minor repairs or miscellaneous mechanic work (e.g., inspects tires/wheels looking for damage, leaks or wear; cleans or replaces diesel injectors; adjusts valves; performs body repair work; replaces shocks; repairs or replaces hydraulic pumps or systems; installs snow plow blades; repairs hydraulic systems).

Maintains records of repairs & maintenance; (e.g., daily time sheets); orders &/or picks up parts; provides service & repair of vehicles & equipment on emergency basis; &/or makes onsite service/outpost calls (e.g., replaces flat tire; repairs air leak in brake system; repairs wear items on heavy equipment; performs guardrail replacement); operates welding torches in order to repair snow plow blades, frames, dump & flat bed truck bodies &/or related equipment, cleans garage area, equipment &/or tools; mows grass &/or operates snow plow, tow truck or other equipment; pumps gasoline; attends training schools; safety meetings, mechanic meetings or related meetings; operates motor vehicle in order to transport equipment/materials/supplies to & from job sites.

MAJOR WORKER CHARACTERISTICS:

Knowledge of auto mechanics; auto test equipment; safety practices associated with repair of vehicles &/or equipment (e.g., Ohio safety & health administration automotive safety practices*; original equipment manufacturer standards*). Skill in operating hand & power tools related to repair & maintenance of vehicles & equipment. Ability to understand system of mechanical procedures; work alone on most tasks; stand or bend continuously; lift &/or use mechanical equipment (e.g., hoist) to transport up to 50-100 lbs. of automotive parts or tires; use limbs/fingers easily to perform manual functions.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

24 mos. exp. in automotive repair & maintenance of variety of vehicles or equipment. The final applicant accepted for this position will be required to submit to urinalysis prior to appointment to test for illegal drug use. An applicant with a positive test result will not be offered employment, per Section 3719.01 & 3719.41 of Ohio revised code. Valid commercial driver's license required if motor equipment is of type & size regulated by sections 4506.01 & 4506.12 of Ohio revised code.

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to dirt, loud noise, grease, dust, gas fumes & other unpleasant conditions; may work outside exposed to unpleasant weather conditions; may be on call 24 hrs./day, 7 days/week.

CLASS TITLE

Automotive Service Worker

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

Dispenses gasoline, issues oil, anti-freeze &/or other fluids, checks oil, fan belts, hoses, fluid levels &/or batteries, cleans windows, checks gas pump or stick readings to determine amount of gasoline remaining in tanks & cleans & maintains gas pumps & pumping area.

Assists mechanics in performing routine maintenance of vehicles & equipment (e.g., change oil, change tires, replace hoses, lubricate joints, hinges &/or latches); washes vehicles, cleans/sweeps interiors &/or steam cleans motors/ engines.

Records gas output & computes remaining levels; receives fuel deliveries & completes forms; inventories supplies; orders, receives, measures & samples gas &/or supplies; operates radio; mows & trims lawn; provides emergency service to vehicles; delivers or picks up vehicles.

MAJOR WORKER CHARACTERISTICS:

Knowledge of addition, subtraction, multiplication, division; basic automotive mechanics; safety practices related to use & storage of gasoline & emergency service to vehicles or equipment. Skill in use of hand tools to replace minor vehicle parts. Ability to work alone on most tasks; recognize unusual or threatening conditions & take appropriate emergency action; stand, walk or bend continuously; lift &/or transport up to 50 lbs. of supplies or equipment; move limbs/fingers easily to perform manual functions.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication & division; 1 course or 3 mos. exp. in basic automotive mechanics.

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to gas fumes, loud noise, dust & dirt; may work outside exposed to unpleasant weather conditions.

CLASS TITLE

Automotive Technician

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

Leads team of lower-level automotive mechanic(s) &/or inmate mechanics (i.e., provides work direction & training) engaged in minor & major repairs & maintenance of vehicles & equipment, assists inmates/mechanic(s) in diagnosing & resolving mechanical problems, inspects completed work & equipment, & ensures that procedures & safety practices are followed;

&/OR

Performs major overhauls of gasoline &/or diesel engines or repairs most difficult & complex automotive problems (e.g., replacement or repair of pistons, rings, crank shafts, medium & heavy duty automatic transmissions; single & twin counter shaft manual transmissions);

&

In addition to one of above, in Ohio Department of Transportation only, diagnoses electronic engine control systems (e.g., engine control modules, anti-lock brake systems, medium & heavy duty automatic transmission engine control modules) using scan tools, lap-top computers & available software, repairs systems using up to date diagnostic equipment, identifies, troubleshoots & repairs/replaces engine electronic sensors, & troubleshoots, repairs & calibrates central hydraulic system control units used in highway salt applications.

Repairs, rebuilds &/or replaces minor & major parts (e.g., electrical system components, alternators, water or fuel pumps, clutches, brake systems); adjusts valves & performs preventive maintenance & service on vehicles & equipment; performs miscellaneous mechanic work (e.g., body repair work; repairs or replaces tires; cleans or replaces diesel injectors); provides service & repair of vehicles & equipment on emergency basis.

Schedules maintenance & repairs of equipment; maintains repair or service records; attends training schools; updates shop manuals & parts books; operates welding equipment (e.g., acetylene torch, MIG welding equipment) to heat, shape & weld machinery & equipment; operates computer to enter, edit & retrieve data from computer systems; performs inventories of machinery & heavy equipment &/or orders & picks up parts & supplies.

Cleans garage area, equipment &/or tools; mows grass; operates equipment, snow plows &/or tow truck.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training & development*; auto mechanics with automotive service excellence certification in at least four areas, two of which must be engine repair & engine performance; auto test equipment; safety practices associated with repair of vehicles &/or equipment. Skill in operating hand & power tools related to repair & maintenance of vehicles & equipment; welding equipment*; personal computer*, data entry*. Ability to understand system of mechanical procedures; understand technical manuals; stand or bend continuously; lift &/or transport up to 50 lbs. of automotive parts or tires; use limbs/ fingers easily to perform manual functions.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Automotive service excellence certification in at least four areas, two of which must be A1, engine repair & A8 engine performance, or T2 diesel engines & T8 preventive maintenance inspection. The final applicant accepted for this position will be required to submit to urinalysis prior to appointment to test for illegal drug use. An applicant with a positive test result will not be offered employment, per section 3719.01 & 3719.41 of Ohio revised code. Valid commercial driver's license required if motor equipment is of type & size regulated by sections 4506.01 & 4506.12 of Ohio revised code.

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

Maintain required certification.

UNUSUAL WORKING CONDITIONS:

May be exposed to dirt, loud noise, grease, dust, gas fumes & other unpleasant conditions; may work outside exposed to unpleasant weather conditions; may be on call 24 hrs./day, 7 days/week.

POSITION TITLE:

Budget Analyst

JOB DUTIES:

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

Position Title:

Business Analyst 1 & 2

CLASSIFICATION SERIES:

Business Analyst 1 & 2

SERIES PURPOSE:

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

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

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

GLOSSARY

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

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

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

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

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

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

Technical Assistance to Information Technology Professionals: During the inception phase, scope and requirements are determined and outlined in the system requirements document. During the inception phase, employees will examine/monitor the federal and/or state laws, rules and regulations and translate them into understandable language for use by information technology professionals and travel to the affected entities to identify and discuss operational problems, what the users want the system to do, needed training, and recommended solutions to be considered. During the design phase, employees review the general design document and the detailed design document that were developed by the information technology professionals to provide input to help tailor the proposed system for use by affected entities. The employees will physically sketch the needed products such as how the individual screens should look, alerts, client notices, reports, forms, and other physical items that will be generated by a user to ensure compliance with federal and/or state mandates for a given human service program and to accommodate the business work flows of the affected entities.

CLASS CONCEPT:

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

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

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

&

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

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

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

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel that may include overnight stay.

POSITION TITLE:

Clerical Specialist I, II, III

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.)

Knowledge of data processing procedures. Answers telephone inquiries relating to the status of the Home Energy Assistance Program (HEAP) client applications. Enters and formats data in preparation for computer updating of the information system. Extracts information from a computer generated database. Performs clerical tasks related to the operation and updating of the on-line computer information systems and the application & documentation files. Maintains correspondence.

EQUIPMENT PROFICIENCY: The temporary personnel shall be proficient in the following equipment: 10 key calculator, personal computer, telephone, copier, fax machine, and all standard office equipment. Typing (keyboard test must = 40+ w.p.m.).

PROOF OF EFFICIENCY: The temporary personnel shall have, at a minimum, knowledge of the following to qualify for employment with the using agency: bookkeeping, office practices and procedures, addition, subtraction, multiplication and division of fractions and percentages.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Six (6) months experience in a customer service environment and 6 months experience in electronic data input in a business office or educational environment.

NOTE: The classification chosen shall be defined by the number of years of experience working with HEAP. For instance, if an employee is in their third year with HEAP, they would be brought in as a Clerical Specialist II. If they have no prior experience with HEAP, and this is their first assignment, they would be brought in as a Clerical Specialist I.

Clerical Specialist I – First Year

Clerical Specialist II – Second or Third Year

Clerical Specialist III – Four or more years

POSITION TITLE:

Clerk 1

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

(*)Developed after employment

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

POSITION TITLE:

Clerk 2

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

(*)Developed after employment

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

-Or 4 mos. exp. as Clerk I, 12111.

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

POSITION TITLE:

Clerk 3

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

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

OR

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

(*)Developed after employment

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

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

POSITION TITLE:

Computer Operator 1

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

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

POSITION TITLE:

Computer Operator 2

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

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

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

UNUSUAL WORKING CONDITIONS:

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

POSITION TITLE:

Computer Operator 3

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

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

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

External applicants must successfully pass proficiency testing during probationary period.

UNUSUAL WORKING CONDITIONS:

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

POSITION TITLE:

Cook 1

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

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

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

Cleans work area, equipment & utensils.

MAJOR WORKER CHARACTERISTICS:

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

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

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

POSITION TITLE:

Cook 2

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

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

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

Cleans work area, equipment & utensils.

MAJOR WORKER CHARACTERISTICS:

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

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

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

POSITION TITLE:

Correctional Food Service Coordinator

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to inmates who are dangerous or hostile.

POSITION TITLE:

Correctional Food Service Manager 1

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

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

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

POSITION TITLE:

Cost Accountant

JOB DUTIES:

Prepares, examines and analyzes accounting records and other financial reports to assess cost factors such as labor, material and overhead. Compiles reports identifying cost per unit/job and trends.

POSITION TITLE:

Custodial Worker

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

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

POSITION TITLE:

Customer Service Assistant 1

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

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

OR

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

OR

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

OR

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

OR

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

AND

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

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

MAJOR WORKER CHARACTERISTICS:

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

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

-Or equivalent of Minimum Qualifications for Employment noted above.

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

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

UNUSUAL WORKING CONDITIONS:

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

POSITION TITLE:

Customer Service Assistant 2

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

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

OR

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

OR

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

AND

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

-Or equivalent of Minimum Qualifications for Employment noted above.

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

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

POSITION TITLE:

Data Entry Operator 1

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

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

POSITION TITLE:

Data Entry Operator 2

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

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

POSITION TITLE:

Data Entry Operator 3

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

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

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

POSITION TITLE:

Database Administrator

JOB DUTIES:

Support database and data warehouse operations by leading efforts in capacity/availability planning, database security, performance tuning and monitoring, backup and recovery. Participate in the design, implementation, testing and deployment of databases and reports.

Typically requires a Bachelor's degree in Computer Science, Information Systems or related field or equivalent work experience and 2+ years of database administration experience.

POSITION TITLE:

Delivery Worker

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic to include addition, subtraction, multiplication & division & in reading, writing & speaking English; valid driver's license.

In accordance with Section 124.11(B)(2) of Revised Code, Director of Administrative Services has determined this classification to be unskilled labor class & therefore exempt from written examination.

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel; exposed to weather variations.

JOB TITLE

Dental Assistant

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 dentist engaged in diagnostic, operative, surgical, periodontal, preventative, orthodontic, removable & fixed prosthodontic, endodontic & pedodontic procedures during examination & four-handed dental treatment of patients (e.g., prepares patient; anticipates needs & provides required instruments & materials; applies topical anesthetics; applies surgical dressings; aspirates patients; takes & develops x-rays; takes detailed patient medical history; instructs patient in oral hygiene; takes impressions; mixes restoration materials).

Cleans & sterilizes instruments & trays; assembles & sets up trays; sets up operator prior to & cleans after treatment; maintains equipment in proper working order; monitors infection control procedure involving use of autoclave sterilizer.

Performs clerical duties related to dental office (e.g., maintains patient records & charts; performs routine filing; answers telephone; schedules & confirms appointments; maintains inventory records & dispenses supplies & materials).

MAJOR WORKER CHARACTERISTICS:

Knowledge of dental office practices & procedures; dental operatory practices & procedures; four-handed assisting techniques & procedures. Skill in care & cleaning of dental equipment. Ability to maintain accurate records; handle sensitive contacts with patients; gather, collate & classify information about data, people or things.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of associate core program in dental assisting; proof of inoculation or immunity to hepatitis B virus in accordance with Section 4715-20-01 (A) of Ohio State Dental Board rules or present waiver from OSDB.

-Or completion of 2 yr. high school vocational program in dental assisting; proof of inoculation or immunity to hepatitis B virus in accordance with Section 4715-20-01 (A) of Ohio State Dental Board rules or present waiver from OSDB.

Note: If position requires employee to act as Dental Assistant Radiographer (i.e., performs standard, diagnostic, radiological procedures for purpose of contributing to provision of dental care to dental patient), then applicant must also possess valid Dental Assistant Radiographer's license per Section 4715.52 of Revised Code.

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to dangerous patients; may be exposed to unpleasant odors.

JOB TITLE

Dental Hygienist

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

Performs oral examinations & permissible practices of dental hygienist (e.g., polishing of clinical crown of teeth; removal of calcareous deposits or accretions from crowns & roots of teeth; periodontal scaling; soft tissue curettage; root planing; sealant placement).

Assesses oral hygiene needs & abilities of each client or inmate & designs & implements individual oral hygiene program suitable to meet those needs & abilities, evaluates each client's progress & reinforces or redesigns individual program as necessary.

Assists dentist at chairside (e.g., sets up & mixes filling materials, passes instruments & suctioning); assists in out-patient surgery at hospital, monitoring patient in recovery & relaying recommendations to medical staff; implements dental desensitization program for anxious &/or uncooperative patients; exposes, develops & mounts x-rays.

Prepares monthly schedule of appointments & recall schedule & schedules & arranges out-patient surgery; arranges for pre-dental medications to be ordered for clients; orders supplies needed in dental clinic; makes proper chart notations (e.g., restorations, missing teeth, condition of teeth, services rendered & needed, medications given & effect, clients taking seizure medications, results of off-grounds appointments, recommendations).

Transports/escorts clients to & from dental clinic or to off-grounds appointments; sterilizes equipment, disinfects chair & work area & changes developer & fixer solution in x-ray developing tanks.

MAJOR WORKER CHARACTERISTICS:

Knowledge of dental hygiene; human/public relations; agency rules, regulations & procedures concerning development of individual oral hygiene programs, operations of dental clinic & scheduling of services off-grounds*. Skill in oral hygiene treatments & examinations & chairside procedures to assist dentist. Ability to assess client oral hygiene needs & abilities & design & implement individual program & services to meet needs & abilities; gather, collate & classify information about data, people or things; use hands skillfully when doing oral hygiene treatments & examinations & assisting dentist at chairside; establish good rapport with clients; handle routine contacts with other medical, dental & nursing personnel on or off-grounds.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

License to practice dental hygiene issued by Ohio State Dental Board, per Section 4715.20 of Revised Code; evidence of immunity to or immunization against Hepatitis B virus per OAC 4715-20-01.

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

Biennial renewal of license to practice dental hygiene pursuant to Section 4715.24 of Revised Code.

UNUSUAL WORKING CONDITIONS:

Held to rigid instrument accountability standards; exposed to unpredictable behavior of clients or inmates; exposed to contagious diseases; may be required to transport/escort clients to & from dental clinic.

JOB TITLE

Dentist

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

Provides emergency & routine dental services (e.g., oral surgery, oral cancer screening, restorative & preventive treatments, fillings, extractions, orders medications, constructs dentures & partials, root canals, crowns, gum treatments, cleans teeth) for students, residents or inmates.

Prepares & maintains reports & case notes regarding dental services rendered.

MAJOR WORKER CHARACTERISTICS:

Knowledge of dentistry. Skill in operation of dental &/or oral surgical instruments. Ability to deal with many variables & determine specific action; write routine business letters, evaluations & records following standard procedures; gather, collate & classify information about data, people or things; counsel patients regarding services to be performed; demonstrate dexterity in fingers & hands to operate dental tools.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

License to practice dentistry as issued by Ohio Dental Board pursuant to Section 4715.09 of Revised Code.

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

Biennial renewal of license to practice as dentist.

UNUSUAL WORKING CONDITIONS:

May be on call for dental emergencies; exposed to noise of dental equipment; may be exposed to infectious diseases of patients.

JOB TITLE

Dietetic Technician

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

Collects data & information concerning patients' food acceptance & plate waste studies, performs routine quality assurance activities related to monitoring of patient services (e.g., temperature test trays, visits with patients for food acceptance surveys, performs plate waste studies), prepares production sheets according to daily ward census, receives written physician diet orders & makes changes on menu cards & special diet list, prepares & maintains files & information (e.g., patient cardex file, special diet list, daily census report, daily tray count, quarterly diet census, doctor's tray critique, liquid diet & fat free diet counts), assures nutritional supplements & special feedings are prepared when ordered & coordinates information between nutrition & food service department.

Checks quality & quantity of food & reports problems & discrepancies to food service manager; assists dietitians in communication of patient dietary needs; advises food service supervisors in proper interpretation of menus; distributes diet trays in main dining room; assists in serving diets; implements & coordinates clientele transfers, diet modifications & activities within dietary department.

Participates in planning & implementation of educational in-service training for dietary department staff; operates audio-visual equipment; procures materials in educational programs; assists dietitian in instructing patients in proper eating habits, basic nutrition &/or reduction programs; provides in-service training to ward personnel in proper food handling.

MAJOR WORKER CHARACTERISTICS:

Knowledge of dietetics/nutrition, interviewing; public relations; state & federal dietetics & nutrition standards*; employee training & development*. Skill in operation of audio-visual equipment*. Ability to define problems, collect data, establish facts & draw valid conclusions; develop good rapport with residents; calculate fractions, decimals & percentages; prepare meaningful, concise & accurate reports; gather, collate & classify information about data, people or things.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Graduate of associate degree program approved by American Dietetic Association or Ohio Board of Dietetics per Section 4759.10(B) of Revised Code.

-Or completed program meeting academic standards set by American Dietetic Association for dietitians, received baccalaureate or higher degree from school, college or university approved by regional accreditation agency recognized by council on postsecondary accreditation per Section 4759.10(E) of Revised Code.

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

JOB TITLE

Dietitian

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 & implements regular, special & modified diets to ensure compliance with state & federal regulations, treatment plans & accreditation standards.

Completes nutrition assessments of clients (e.g., reviews medical chart, interviews direct care staff, interviews patient regarding likes, dislikes, allergies &/or chewing or digestion problems).

Maintains dietary & nutrition records, reports & progress notes (e.g., patient charting, census sheets, daily/monthly/quarterly reports, treatment plans).

Plans &/or conducts in-service training programs pertaining to nutrition for clients & staff & attends various meetings (e.g., treatment team meetings, internal facility committee).

MAJOR WORKER CHARACTERISTICS:

Knowledge of dietetics/nutrition; state & federal guidelines & accreditation standards*; interviewing; public relations; employee training & development*. Ability to interpret extensive variety of technical material in books, journals & manuals; counsel clients regarding nutrition; gather, collate & classify information about data, people or things; prepare meaningful, concise & accurate reports.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Current licensure as dietitian as issued by Ohio Board of Dietetics per Section 4759.06 of Revised Code. If employed at Ohio Veterans' Home, must also have 1 year supervisory experience in dietetic service of health care institution & participate annually in continuing dietetic education.

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

Annual renewal of license to practice as dietitian.

UNUSUAL WORKING CONDITIONS:

Not applicable.

POSITION TITLE: Document Controller

JOB DUTIES:

Compiles and maintains control records and related files to release blueprints, drawings and engineering documents to manufacturing and other operating departments. Examines documents, such as blueprints, drawings, change orders and specifications to verify completeness and accuracy of data. Confers with document originators or engineering liaison personnel to resolve discrepancies and compiles required changes to documents. Posts changes to computerized or manual control records, releases documents and notifies affected departments. Maintains related files. May prepare requests for reproduction of documents. May operate reproduction equipment. May prepare reports and memorandums.

POSITION TITLE:
Drafting Coordinator

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

Serves as lead worker (i.e., provides work direction & training) over lower-level drafting technicians in all phases of preparing & drafting design projects, coordinates drafting & design work to ensure all interested parties are informed regarding status of project, ensures survey crews are furnished with pertinent data, performs final drafting work (e.g., checks for conformance with specifications & does final revisions), performs major plan revisions (i.e., change orders) reviewed by engineers & designs details (e.g., approaches, pavement, minor structures).

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

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

MAJOR WORKER CHARACTERISTICS:

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

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

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

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

On-job seminars & workshops.

UNUSUAL WORKING CONDITIONS:

Not applicable.

POSITION TITLE:

Drafting Technician 1

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of associate core program in drafting & design technology.

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

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

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

On-job seminars & workshops.

UNUSUAL WORKING CONDITIONS:

Not applicable.

POSITION TITLE:

Drafting Technician 2

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

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

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

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

On-job seminars & workshops.

UNUSUAL WORKING CONDITIONS:

Not applicable.

CLASS TITLE:	_____	_____
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Electronic Design Coordinator

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

Originate electronic designs (e.g., operates computer hardware & uses appropriate software to manipulate images & combine photographic images with computer-generated images to communicate messages/information) & coordinates (e.g., contacts writers, photographers & management & establishes deadlines to ensure timely publication; identifies amount of copy for allocated space in publication; ensures compliance with postal regulations; identifies & advises print vendors of services needed; ensures product quality & timeliness), printed communication materials (e.g., training materials; promotional materials; maps; displays; posters) & publications (e.g., publications; brochures; newsletters; magazines), & in some agencies, also designs forms, ranging from black & white to full color, determines standards & most efficient methods of production to consider timeframes &/or cost, uses design mediums (e.g., typography, photography, stock images, color, paper stock, size distribution) to design publications & reviews final draft before printing, evaluates finished product & analyzes success of print media, works with editorial team, other departmental personnel &/or external consultants &/or advertisement agents to develop creative concepts, & directs & locates available graphic support materials.

Coordinates purchases of materials with print vendors or performs such in absence of immediate supervisor; arranges placement of advertisements in pertinent publications & coordinates design sales & customer placement requests; ensures support files are formatted in accordance with printer stipulations; scans & electronically manipulates photographs at high resolution; ensures support files are included & formatted in accordance with printer stipulations; combines images to create original illustrations & incorporates other design contributions into final version of materials &/or publications.

Researches CD ROM stock photography; works with photographer & creates/designs visual elements for print materials (e.g., publications, fact sheets &/or promotions).

Develops & prepares communications/promotions for internal & external audiences (e.g., brochures; publications; educational opportunities; information materials; fact sheets; seminar announcements; executive advisories); creates new electronic graphics & converts existing graphics between computer platforms using thorough knowledge of agency computer environment (e.g., freehand, PageMaker, Photoshop, PowerPoint, image editor, Pagemill).

MAJOR WORKER CHARACTERISTICS:

Knowledge of agency policies & procedures relative to communications (e.g., written, verbal, visual); public relations; visual communications; personal computer environment system hardware & software systems (e.g., PageMaker, Photoshop, freehand). Skill in operation of personal computer & using visual communications software. Ability to electronically design & proof print materials, recognize errors & make corrections; handles sensitive inquiries from & contacts with officials & general public; gather, collate & classify information about data, people or things; cooperate with coworkers on group projects.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in visual communications with emphasis on graphic design/industrial design, &/or fine arts with emphasis on graphic design; 12 mos. trg. or 12 mos. exp. in visual communications design &/or electronic design.

-Or completion of associate core program in visual communication technology or industrial design technology; 24 mos. trg. or 24 mos. exp. in visual communication design &/or electronic design.

-Or 24 mos. trg. or 24 mos. exp. in use of electronic graphic equipment & available software; 24 mos. trg. or 24 mos. exp. in visual communications design &/or electronic design.

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

CLASS TITLE:

Electronic Design Specialist

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

Provides computer-generated graphic design & visual communications services (e.g., internal & external websites/web pages; executive presentations; special events; seminars) & creates & designs internet &/or intranet websites (e.g., human interface design/print design; audiovisual presentations/multi-media design) for assigned agency & recommends policies & procedures regarding graphic/design hardware &/or software, media materials &/or printing methodologies.

Develops & plans visual concept for design & creation of on-line communications for agency's external & internal audiences for access on agency's internet &/or intranet (e.g., news releases; educational opportunities; information material; fact sheets; seminar announcements; executive advisories; biweekly employee newsletters); performs all links utilizing hyper-text markup language on personal computers; creates appropriate links in order to run programs on personal computers; works with information technology division to post items on servers for testing & final publication.

Creates & produces print materials for special promotions (e.g., town meetings; employee meetings; provider training) from content provided that will include fact sheets, maps, posters, flyers, electronic slides, signage, booklet, invitations & websites within agency computer environment using freehand, Photoshop & PageMaker to generate print material used by agency; coordinates with editorial services & other agency representatives to maintain corporate image.

Monitors & troubleshoots computer support services as they pertain to graphic/design environment (e.g., hardware & software testing; evaluation & purchase recommendations; peer-to-peer network set-up; hardware & software system diagnostics; trouble-shooting; system de-bugging & tuning; installation & upgrading of system software & third-party based programs) & reports any problems to network supervisor.

MAJOR WORKER CHARACTERISTICS:

Knowledge of agency policies & procedures relative to visual communications (e.g., written, verbal, visual); public relations; visual communications; graphic/design hardware & software (e.g., PageMaker, freehand, Photoshop). Extensive knowledge of hyper-text markup language. Skill in operation of personal computer & using available software. Ability to electronically design print materials & websites/web pages & proofread print & electronic materials, recognize errors & make corrections; handles sensitive inquiries from & contacts with officials & general public; gather, collate & classify information about data, people or things; cooperate with co-workers on group projects.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in visual communications with emphasis on graphic design/industrial design &/or fine arts; 24 mos. trg. or 24 mos. exp. in website/web page creation, design &/or development.

-Or completion of an associate core program in graphic visual communication technology or multimedia production technology; 36 mos. trg. or 36 mos. exp. in website/web page creation, design &/or development.

-Or 36 mos. trg. or 36 mos. exp. in electronic graphic design; 12 mos. exp. with hyper-text markup language for website/web page design &/or development.

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

POSITION TITLE:

Epidemiology Investigation Project Manager

Major Agency to Use this Position

Department of Health

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

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

Not Applicable.

UNUSUAL WORKING CONDITIONS:

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

POSITION TITLE:

Epidemiology Investigation Supervisor

Major Agency to Use this Position

Department of Health

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

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

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

Not Applicable.

UNUSUAL WORKING CONDITIONS:

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

POSITION TITLE:

Epidemiology Investigator 1

Major Agency to Use this Position

Department of Health

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

Phlebotomy training after 6-12 months.

UNUSUAL WORKING CONDITIONS:

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

POSITION TITLE:

Epidemiology Investigator 2

Major Agency to Use this Position

Department of Health

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

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

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

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

Not Applicable.

UNUSUAL WORKING CONDITIONS:

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

POSITION TITLE:

Epidemiology Investigator 3

Major Agency to Use this Position

Department of Health

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

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

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

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

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

Not Applicable.

UNUSUAL WORKING CONDITIONS:

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

POSITION TITLE:

Executive Secretary 1

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

POSITION TITLE:

Field Observer - MSP

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.)

Field observers will receive training and use OMSP's Observation Rubrics to report progress of program's implementation of grant activities as described in the program's proposal. The observer will read the program's proposal before receiving training on OMSP's Observation Rubrics. Observers may be required to question program participants, program principal investigators or others to gather necessary information. Observers may be required to participate in program activities.

MAJOR WORKER CHARACTERISTICS:

Knowledge of proposal writing or contract & grant preparation; accounting; budgeting; public relations*. Skill in operation of personal computer & software (e.g., mainframe & desktop databases; spreadsheets; word processing)* & office equipment (e.g., tape recorder, photocopier, speaker/conference telephone, facsimile machine, electronic calculator & teleconference/telecommunication equipment)*. Ability to research, interpret & apply technical material, federal & state statutes, rules, regulations & procedures; write recommended decision; handle sensitive inquiries.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Field Observers must have a good knowledge of educational grants. A college degree in natural science, science education, mathematics education, and/or mathematics; No direct association with current Mathematics and Science Partnership (MSP) grantee or currently submitted proposals; Work day time (8am to 6pm EST) availability for consensus meetings. Ability to send and receive large files electronically; Ability to participate in phone conferences or computer based face-to-face meetings

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

Must participate in Training, via webinar, prior to being assigned to grant applications for reading and scoring. Field Observers will receive training on OMSP's Proposal Scoring Rubric.

UNUSUAL WORKING CONDITIONS:

Must be available by phone and/or email during regular business hours (Eastern Standard Time) to resolve all reader scoring discrepancies for a period of about ten (10) to sixteen (16) days. All field observers must have a personal computer, access to the internet, and phone. Travel expenditures will not be covered by Ohio Department of Education.

POSITION TITLE:

Financial Analyst

JOB DUTIES:

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

POSITION TITLE:

Food Service Coordinator 1

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

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

POSITION TITLE:

Food Service Worker

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

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

JOB TITLE

General Activities Therapist 1

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

Organizes & conducts individual &/or group sessions for residents, students, patients or clients (e.g., students who are hearing-impaired juvenile offenders, inmates, patients who are mentally disabled &/or developmentally disabled on personal development, arts & crafts &/or various other recreational activities (e.g., individual/dual sports, team sports, physical fitness, social games, field trips, special events & holiday programs (e.g., animal facilitation, gardening, soft crafts, leather working, ceramics).

Prepares & maintains work related documentation (e.g., writes progress reports on assigned individuals program evaluations; completes requisition forms to order living skills, arts, crafts & other recreational supplies & equipment; contributes to budget estimates by maintaining records for budget preparation; completes required forms such as when charting individual behavioral observations; completes requests for equipment maintenance & repair; keeps attendance for general activities).

Attends & participates in meetings (e.g., interdisciplinary team meetings to make recommendations for services, general recreational &/or staff meetings, in-service training sessions, conferences with involved community agencies or groups) & performs various work related miscellaneous tasks (e.g., transports or escorts students to & from indoor & outdoor activities & athletic events & coordinates needed security; inspects program work areas for safe & sanitary conditions & maintains program equipment & supplies; trains or assists in training recreational aides or volunteers to program; sets up/takes down needed equipment for various functions; performs grounds keeping duties relevant to recreation activities; participates in planning hospital-wide events); completes mandated training for position (e.g., multi-media, first aid, cpr, fire & safety).

MAJOR WORKER CHARACTERISTICS:

Knowledge of safety practices & agency &/or state policies & procedures regarding general activity therapy activities*; techniques of therapeutic & recreational activities (e.g., physical education, therapeutic &/or exercise activities for persons who are mentally, physically &/or emotionally handicapped). Ability to deal with problems involving several variables within familiar context; gather, collate & classify information about data, people or things; cooperate with co-workers on group projects; establish good rapport with clients/consumers/residents; prepare meaningful, concise & accurate reports.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in recreation area (e.g., physical education).

-Or completion of associate degree in recreation; 12 mos. exp. in activity therapy or recreation.

-Or 24 mos. exp. as Activities Aide, 44210.

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work rotating shifts; may be exposed to persons who are dangerous, exhibit erratic behavior, are handicapped or have combination of physical & mental disabilities.

JOB TITLE

General Activities Therapist 2

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

Acts as lead worker (e.g., provides work direction & training to other state employees such as activities aide, general activities therapist 1) & plans, conducts, implements & monitors general recreational, personal development, structured therapeutic & entertainment activities (e.g., softball, basketball, volleyball, ping-pong, pool, arts & crafts, wood working, swimming, exercises) for residents (e.g., serves as member of interdisciplinary team & analyzes, assesses, evaluates, defines & recommends group &/or individual treatment goals & activities; observes participants during activities; serves in instructional capacity for patients, staff, students &/or volunteers).

Prepares & maintains work related documentation (e.g., reports for treatment team regarding individual behavior & progress, documents regarding implementation of individual recreational program activities, statistical records needed in evaluation of programs, supply & equipment requisitions, production records, inventory records of equipment tools & materials, weekly activity schedule, payroll time sheets).

Participates & attends meetings, conferences &/or training sessions (e.g., consults with members of activities therapy department regarding matters of mutual concern; attends staff, in-service &/or workshop meetings) & performs various work related tasks (e.g., maintains clean, safe & functioning work areas; is responsible for storage, issuance & maintenance of supplies; picks up & delivers production goods; performs job & fixture set-up; makes presentations to community groups regarding general activity therapy programs being conducted; relieves supervisor in his/her absence; transports youths to off campus activities; assists in budget preparation).

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training & development*; safety practices pertaining to general activity therapy*; departmental, agency & state laws, rules, guidelines & procedures pertaining to activity therapy*; techniques of therapeutic & recreational activities (e.g., physical education activities, therapeutic &/or exercise activities for persons who are mentally, physically &/or emotionally handicapped). Ability to deal with problems involving several variables within familiar context; gather, collate & classify information about data, people or things; cooperate with co-workers on group projects; establish good rapport with clients/consumers/residents; prepare meaningful, concise & accurate reports; establish friendly atmosphere as team leader of work unit.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in recreation area (e.g., physical education); 12 mos. exp. in activity therapy or recreation.

-Or completion of associate degree in recreational area; 24 mos. exp. in activity therapy or recreation.

-Or 12 mos. exp. as General Activities Therapist 1, 44211.

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work rotating shifts; may be exposed to persons who are dangerous, exhibit erratic behavior, are handicapped or have combination of physical & mental disabilities.

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work rotating shifts; may be exposed to dirt & dust; may be exposed to persons who are dangerous, exhibit erratic behavior, are handicapped or have combination of physical & mental disabilities; may be exposed to human waste; may be exposed to human & equipment noise; may work in tight confined work area.

POSITION TITLE:

General Administrative Hearing Officer

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 accordance with the Ohio Administrative Procedures Act, Ohio Revised Code Chapter 119, the Office of Legal Counsel secures hearing officers to preside over administrative hearings and issue written reports and recommendations, with an executive summary, to the State Board of Education.

Hearing Officers agree to preside over administrative hearings and issue written reports and recommendations, with an executive summary, to the State Board of Education in accordance with the Ohio Administrative Procedures Act, Ohio Revised Code Chapter 119.

In addition, the Hearing Officers also agree to provide services to the State as a hearing officer in administrative hearings before the State Board of Education in cases involving payment in lieu of transportation, territory transfers, credit flexibility and college credit plus.

Upon conclusion of each administrative hearing, the hearing officer must complete, in detail, and issue written reports and recommendations, with an executive summary. Invoices must be itemization by services, provided, date services were provided.

Must demonstrate the ability to be skilled with making decisions that are of significant issues and in a timely and efficient manner.

Administrative proceedings are conducted in accordance with the Ohio Revised Code Chapter 119. Majority of the in-person hearing will be held in Columbus, Ohio.

And other various duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of legal & adjudicative hearing practices & procedures, research methods, federal & state laws, rules, regulations & court decisions *; interviewing; public relations. Skill in operation of personal computer & software (e.g., mainframe & desktop databases; spreadsheets; word processing)* & office equipment (e.g., tape recorder, photocopier, speaker/conference telephone, facsimile machine, electronic calculator & teleconference/telecommunication equipment)*. Ability to research, interpret & apply technical material, federal & state statutes, rules, regulations & procedures; access & research information on internet; write recommended hearing decision consistent with findings of fact; handle sensitive inquiries from & contacts with attorneys, witnesses, appellants, hearing participants, government officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Must be licensed to practice law in Ohio (Admission to Ohio Bar pursuant to Section 4705.01 of the Ohio Revised Code).

Have experience conducting or representing parties in Chapter 119 hearings or other administrative hearings. Three years of experience preferred.

Familiarity with State education laws, and Chapter 119 of the Ohio Revised Code

Ability to issue timely decisions

Ability to preside over a hearing and manage the process

Knowledge and understanding of State and Federal Education Laws.

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

Must attend training administered by the Agency.

UNUSUAL WORKING CONDITIONS:

May require travel to various school districts within Ohio. Travel expenditures will not be covered by Ohio Department of Education.

POSITION TITLE:

Grant Reader

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.)

Read grant applications, score, complete the associated paperwork and submit the scores through Comprehensive Continuous Improvement Planning (CCIP) electronically for each new grant application assigned. Grant reader will be required to log into a safe account created for the grant reading exercise and access assigned grant applications.

Some grants may be time sensitive and will require grant readers to meet at a specific location to read grant applications in person, score and complete related paperwork.

All scoring must be completed in a sixteen (16) day window to allow the Department to make a timely grant award to schools.

MAJOR WORKER CHARACTERISTICS:

Knowledge of proposal writing or contract & grant preparation; accounting; budgeting; public relations*. Skill in operation of personal computer & software (e.g., mainframe & desktop databases; spreadsheets; word processing)* & office equipment (e.g., tape recorder, photocopier, speaker/conference telephone, facsimile machine, electronic calculator & teleconference/telecommunication equipment)*. Ability to research, interpret & apply technical material, federal & state statutes, rules, regulations & procedures; write recommended decision; handle sensitive inquiries.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Grant readers must have a good knowledge of educational grants. Grant readers must have at least 2 years of college education.

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

Must participate in Grant Reader Training, via webinar, prior to being assigned to grant applications for reading and scoring.

UNUSUAL WORKING CONDITIONS:

Must be available by phone and/or email during regular business hours (Eastern Standard Time) to resolve all reader scoring discrepancies for a period of about ten (10) to sixteen (16) days. All grant readers must have a personal computer, access to the internet, and phone. Travel expenditures will not be covered by Ohio Department of Education.

POSITION TITLE:

Grant Reader 2 – MSP

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.)

Read grant applications, score, complete the associated paperwork and submit the scores through Comprehensive Continuous Improvement Planning (CCIP) electronically for each new grant application assigned. Grant reader will be required to log into a safe account created for the grant reading exercise and access assigned grant applications.

Some grants may be time sensitive and will require grant readers to meet at a specific location to read grant applications in person, score and complete related paperwork.

All scoring must be completed in a sixteen (16) day window to allow the Department to make a timely grant award to schools.

Grant Readers will receive training on Ohio Mathematics and Science Partnerships (OMSP) Proposal Scoring Rubric. The grant readers will become part of a consensus committee which will provide to the Ohio Mathematics and Science Partnership Coordinator recommendations for acceptance of as is, provisional acceptance of proposals with recommendations for required changes, or rejection of proposals with clear explanation of problem areas.

MAJOR WORKER CHARACTERISTICS:

Knowledge of proposal writing or contract & grant preparation; accounting; budgeting; public relations*. Skill in operation of personal computer & software (e.g., mainframe & desktop databases; spreadsheets; word processing)* & office equipment (e.g., tape recorder, photocopier, speaker/conference telephone, facsimile machine, electronic calculator & teleconference/telecommunication equipment)*. Ability to research, interpret & apply technical material, federal & state statutes, rules, regulations & procedures; write recommended decision; handle sensitive inquiries.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Grant readers must have a good knowledge of educational grants. A college degree in natural science, science education, mathematics education, and/or mathematics; No direct association with current Mathematics and Science Partnership (MSP) grantee or currently submitted proposals; Work day time (8am to 6pm EST) availability for consensus meetings. Ability to send and receive large files electronically; Ability to participate in phone conferences or computer based face-to-face meetings

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

Must participate in Grant Reader Training, via webinar, prior to being assigned to grant applications for reading and scoring. Grant Readers will receive training on OMSP's Proposal Scoring Rubric.

UNUSUAL WORKING CONDITIONS:

Must be available by phone and/or email during regular business hours (Eastern Standard Time) to resolve all reader scoring discrepancies for a period of about ten (10) to sixteen (16) days. All grant readers must have a personal computer, access to the internet, and phone. Travel expenditures will not be covered by Ohio Department of Education.

POSITION TITLE:

Groundskeeper 1

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

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

UNUSUAL WORKING CONDITIONS:

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

CLASS TITLE:	_____	_____
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Health Information Technician

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

Compiles health information (e.g., reviews, catalogs & checks medical reports for completeness; organizes medical reports for placement in files; reviews charts to ensure all reports & signatures are present).

Types health information forms (e.g., prepares charts for new admissions; fills out forms; prepares requests for specific reports or certificates).

Compiles & types statistical reports such as daily & monthly census, Medicaid days, admissions, discharges, or length of stay.

Files reports into health information records, records information in logs & files & retrieves health information records in filing system.

Provides information from health information records after determining appropriateness of request.

Coordinates with other departments concerning health information records procedures.

MAJOR WORKER CHARACTERISTICS:

Knowledge of health information technology; JCAH & Medicare/Medicaid regulations governing medical record keeping*; requirements governing confidentiality of patient information*; medical terminology. Skill in use of typewriter &/or word processor & calculator. Ability to deal with problems involving few variables within familiar context; write routine business letters, evaluations or records following standard procedures; proofread medical reports & recognize errors; recognize when medical records information is missing; gather collate & classify information about data, people or things.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

3 courses or 9 mos. exp. in records management; 1 course or 3 mos. exp. in medical terminology; 1 course or 3 mos. exp. in typing.

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

POSITION TITLE:

Health Planning Administrator 1

Major Agencies

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CLASS CONCEPT:

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

JOB DUTIES IN ORDER OF IMPORTANCE:

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

POSITION TITLE:

Health Planning Administrator 2

Major Agencies to use this Position

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CLASS CONCEPT:

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

JOB DUTIES IN ORDER OF IMPORTANCE:

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

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

OR

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

OR

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

POSITION TITLE:

Health Planning Administrator 3

Major Agencies to use this Position

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CLASS CONCEPT:

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

JOB DUTIES IN ORDER OF IMPORTANCE:

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

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

OR

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

OR

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

OR

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

&

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

OR

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

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

MAJOR WORKER CHARACTERISTICS:

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

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

POSITION TITLE:

Health Planning Administrator 4

Major Agencies to use this Position

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CLASS CONCEPT:

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

JOB DUTIES IN ORDER OF IMPORTANCE:

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

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

OR

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

&

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

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

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

JOB TITLE
Hospital Aide

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

Provides direct care services to clients/residents in hospitals or long term care facilities (e.g., feeds, dresses &/or bathes clients/residents; moves, lifts & positions clients/residents; brushes teeth; changes diapers; renders bedpans; takes vital signs; monitors sleeping clients/residents on night shift).

Makes chart entries on clients/residents development, vital statistics as monitored, unusual behavior or incidents observed on effects of medication & medical treatments administered by nursing staff, observes clients/residents to prevent injuries to themselves or others & reports patients need for medical attention.

Makes beds, cleans clients/residents rooms & maintains cleanliness & comfort of clients/residents; cleans work areas & equipment; cleans walls &/or floors; escorts clients/residents on & off grounds to scheduled appointments & activities; participates with clients/residents in recreational activities; picks up or drops off prescriptions from pharmacy; communicates with clients/residents to establish & maintain friendly & relaxed atmosphere; attends meetings & in-service training sessions pertaining to client/resident care.

MAJOR WORKER CHARACTERISTICS:

Knowledge of addition/subtraction; departmental, state & federal laws, rules & guidelines pertaining to direct care; first aid*, CPR; human relations; skill in direct care; operating lifts*; wheelchairs*; geri chairs* & electric beds*. Ability to apply principles to solve practical, everyday problems; maintain accurate vital statistic records; recognize unusual client/resident condition & take appropriate action; develop good rapport with clients/residents; demonstrate strength to move, position & lift 50-100 pounds; carry out & follow instructions in simple written & oral form.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition & subtraction & in reading, writing & speaking common English vocabulary; must be listed on Ohio Nurse Aide Registry & possess certification in CPR.

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

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

Renewal of any mandated training required by facility (e.g., C.P.R., first-aid).

UNUSUAL WORKING CONDITIONS:

Exposed to unpredictable behavior of clients/residents, human waste, dirt & dust; long periods of standing on feet; work night shift & weekends.

POSITION TITLE:

Human Services Program Administrator 1

Major Agencies to use this Position

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

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

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

CLASS CONCEPT:

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

JOB DUTIES IN ORDER OF IMPORTANCE:

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel.

POSITION TITLE:

Human Services Program Administrator 2

Major Agencies to use this Position

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

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

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

CLASS CONCEPT:

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

JOB DUTIES IN ORDER OF IMPORTANCE:

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel.

POSITION TITLE:

Human Services Program Administrator 3

Major Agencies to use this Position

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

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

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

CLASS CONCEPT:

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

JOB DUTIES IN ORDER OF IMPORTANCE:

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel.

POSITION TITLE:

Human Services Program Administrator 4

Major Agencies to use this Position

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

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

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

CLASS CONCEPT:

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

JOB DUTIES IN ORDER OF IMPORTANCE:

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel.

POSITION TITLE:

Human Services Program Consultant

Major Agencies to use this Position

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

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

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

CLASS CONCEPT:

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

JOB DUTIES IN ORDER OF IMPORTANCE:

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

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

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

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

Develops &/or revises program/project guidelines, standards &/or policy & procedure manual; prepares & maintains required records & reports; develops & coordinates distribution of newsletter &/or prepares articles for inclusion in newsletters; conducts research/literature reviews &/or attends training, seminars & conferences to keep abreast of trends & legislative changes & other developments affecting assigned area(s) of expertise, & to expand knowledge & acquire/expand skills; reviews & responds to complaints &/or inquiries from health care professionals, public, program participants & government officials; operates personal computer/video display terminal to enter & retrieve data &/or generate documents; provides work direction &/or training to other employees assigned to work on given project/program.

MAJOR WORKER CHARACTERISTICS:

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

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require overnight travel.

POSITION TITLE:

IDEA Special Education Mediator

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

Serves as Hearing Officer to conduct administrative hearings (due process hearings), interact with families of children with disabilities and school districts that are involved in special education disputes and have requested a due process hearing. The responsibility placed on a hearing officer when conducting a due process hearing is described in the Individuals with Disabilities Education Improvement Act of 2004 (IDEA), 34 C.F.R. Sections 300.511 through 300.515 and the Operating Standards for Ohio Educational Agencies Serving Children with Disabilities (Administrative Code Rule 3301-51-05(K)(10) through (13).

And other various duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of legal & adjudicative hearing practices & procedures, research methods, federal & state laws, rules, regulations & court decisions *;interviewing; public relations. Skill in operation of personal computer & software (e.g., mainframe & desktop databases; spreadsheets; word processing)* & office equipment (e.g., tape recorder, photocopier, speaker/conference telephone, facsimile machine, electronic calculator & teleconference/telecommunication equipment)*. Ability to research, interpret & apply technical material, federal & state statutes, rules, regulations & procedures; access & research information on internet; write recommended hearing decision consistent with findings of fact; handle sensitive inquiries from & contacts with attorneys, witnesses, appellants, hearing participants, government officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Must be licensed to practice law in Ohio (Admission to Ohio Bar pursuant to Section 4705.01 of the Ohio Revised Code)

Five or more years of experience with litigation

Not currently representing school districts or parents in matters related to IDEA and special education

Depth of knowledge and understanding with regard to IDEA, State and Federal regulations pertaining to IDEA, and legal interpretation of the IDEA by Federal and State Courts

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

Must attend two day training administered by the Agency.

For positions held with Ohio Department of Education (Office of Exceptional Children) the majority of trainings will be held in the Columbus, Ohio area during August of each year, training must be successfully completed once a year thereafter, typically in the Summer.

UNUSUAL WORKING CONDITIONS:

May require travel to various school districts within Ohio. Travel expenditures will not be covered by Ohio Department of Education.

POSITION TITLE:

Item Reviewer - MSP

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.)

Item reviewers will search national and State of Ohio released item banks for Science and Mathematics questions. Item Reviewers will receive training on OMSP's Item Review Rubric.

MAJOR WORKER CHARACTERISTICS:

Knowledge of proposal writing or contract & grant preparation; accounting; budgeting; public relations*. Skill in operation of personal computer & software (e.g., mainframe & desktop databases; spreadsheets; word processing)* & office equipment (e.g., tape recorder, photocopier, speaker/conference telephone, facsimile machine, electronic calculator & teleconference/telecommunication equipment)*. Ability to research, interpret & apply technical material, federal & state statutes, rules, regulations & procedures; write recommended decision; handle sensitive inquiries.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Item reviewers must have a good knowledge of educational grants. A college degree in natural science, science education, mathematics education, and/or mathematics; No direct association with current Mathematics and Science Partnership (MSP) grantee or currently submitted proposals; Work day time (8am to 6pm EST) availability for consensus meetings. Ability to send and receive large files electronically; Ability to participate in phone conferences or computer based face-to-face meetings

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

Must participate in Training, via webinar, prior to being assigned to grant applications for reading and scoring. Item reviewers will receive training on OMSP's Proposal Scoring Rubric.

UNUSUAL WORKING CONDITIONS:

Must be available by phone and/or email during regular business hours (Eastern Standard Time) to resolve all reader scoring discrepancies for a period of about ten (10) to sixteen (16) days. All Item reviewers must have a personal computer, access to the internet, and phone. Travel expenditures will not be covered by Ohio Department of Education.

POSITION TITLE:

Laborer

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

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

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

POSITION TITLE:

Legal Secretary

Major Agency to use this Position

Ohio Attorney General's Office

SERIES PURPOSE:

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

CLASS CONCEPT:

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

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

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

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work in stressful environment or under pressure.

POSITION TITLE:

Licensed Chemical Dependency Counselor II

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.) Under close supervision of higher-level certified alcohol/drug counselor, conducts interviews, administers assessment & screening instruments & provides direct services to offenders in prison based alcohol & other drug program utilizing therapeutic community modality, determines eligibility for program, delivers direct services including facilitation of group & individual therapy, performs overall case management & crisis intervention, provides other direct care duties as assigned to include facilitating theme groups & topic related curriculum, develops client treatment plans & ensures compliance with applicable (e.g., American Correctional Association) standards, agency policies & Department of Rehabilitation & Corrections administrative regulations & institutional rules.

Monitors clients' progress in treatment; maintains clinical case records, documentation & case files (e.g., subject to audit/review); writes statistical reports as needed; maintains logs of client activities; collects psycho-social data; administers instruments to measure client progress; refers clients to community programs; participates in treatment team & makes recommendations for client status changes.

Participates as active member of treatment team (e.g., prepares case presentations; submits agenda items; writes monthly reports; provides services in accordance with principles of therapeutic community; provides training to other professionals); attends trainings, conferences & meetings to continue professional growth & development; assists statewide therapeutic community coordinator in monitoring other correctional based & community based therapeutic communities statewide; operates personal computer to enter, edit &/or retrieve data & to produce reports & correspondence.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

An Associate's degree in a behavioral science or nursing OR a Bachelor's degree in any field. One year (2,000 hours) of chemical dependency counseling related compensated work or supervised internship experience. 180 hours of chemical dependency education in nine specific content areas. 220 practical experience hours in the twelve core functions. This may be completed as part of your work experience requirements. Successful completion of the ADC examination or completion of Examination Waiver Form.

Licensed Chemical Dependency Counselor' credential recognized by the Ohio Chemical Dependency Professionals Board or other Ohio licensing authority with jurisdiction over professionals authorized to provide counseling services (e.g., Medical Board; Psychology Board; Nursing Board; Counselor & Social Worker and Marriage and Family Therapist Board); valid driver's license.

POSITION TITLE:

Licensed Chemical Dependency Counselor III

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.) Under close supervision of higher-level certified alcohol/drug counselor, conducts interviews, administers assessment & screening instruments & provides direct services to offenders in prison based alcohol & other drug program utilizing therapeutic community modality, determines eligibility for program, delivers direct services including facilitation of group & individual therapy, performs overall case management & crisis intervention, provides other direct care duties as assigned to include facilitating theme groups & topic related curriculum, develops client treatment plans & ensures compliance with applicable (e.g., American Correctional Association) standards, agency policies & Department of Rehabilitation & Corrections administrative regulations & institutional rules.

Monitors clients' progress in treatment; maintains clinical case records, documentation & case files (e.g., subject to audit/review); writes statistical reports as needed; maintains logs of client activities; collects psycho-social data; administers instruments to measure client progress; refers clients to community programs; participates in treatment team & makes recommendations for client status changes.

Participates as active member of treatment team (e.g., prepares case presentations; submits agenda items; writes monthly reports; provides services in accordance with principles of therapeutic community; provides training to other professionals); attends trainings, conferences & meetings to continue professional growth & development; assists statewide therapeutic community coordinator in monitoring other correctional based & community based therapeutic communities statewide; operates personal computer to enter, edit &/or retrieve data & to produce reports & correspondence.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

A minimum of a Bachelor's degree in a behavioral science or nursing. One year (2,000 hours) of chemical dependency counseling related compensated work or supervised internship experience. 180 hours of chemical dependency education in nine specific content areas. 220 practical experience hours in the twelve core functions. This may be completed as part of your work experience requirements. Successful completion of the ADC examination or completion of Examination Waiver Form.

Licensed Chemical Dependency Counselor' credential recognized by the Ohio Chemical Dependency Professionals Board or other Ohio licensing authority with jurisdiction over professionals authorized to provide counseling services (e.g., Medical Board; Psychology Board; Nursing Board; Counselor & Social Worker and Marriage and Family Therapist Board); valid driver's license.

POSITION TITLE:

Licensed Independent Chemical Dependency Counselor II

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.) Under close supervision of higher-level certified alcohol/drug counselor, conducts interviews, administers assessment & screening instruments & provides direct services to offenders in prison based alcohol & other drug program utilizing therapeutic community modality, determines eligibility for program, delivers direct services including facilitation of group & individual therapy, performs overall case management & crisis intervention, provides other direct care duties as assigned to include facilitating theme groups & topic related curriculum, develops client treatment plans & ensures compliance with applicable (e.g., American Correctional Association) standards, agency policies & Department of Rehabilitation & Corrections administrative regulations & institutional rules.

Monitors clients' progress in treatment; maintains clinical case records, documentation & case files (e.g., subject to audit/review); writes statistical reports as needed; maintains logs of client activities; collects psycho-social data; administers instruments to measure client progress; refers clients to community programs; participates in treatment team & makes recommendations for client status changes.

Participates as active member of treatment team (e.g., prepares case presentations; submits agenda items; writes monthly reports; provides services in accordance with principles of therapeutic community; provides training to other professionals); attends trainings, conferences & meetings to continue professional growth & development; assists statewide therapeutic community coordinator in monitoring other correctional based & community based therapeutic communities statewide; operates personal computer to enter, edit &/or retrieve data & to produce reports & correspondence.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

A minimum of a Master's degree in a behavioral science with documentation of coursework in ten specific content areas. One year (2,000 hours) of chemical dependency counseling related compensated work or supervised internship experience. 180 hours of chemical dependency education in nine specific content areas. 220 practical experience hours in the twelve core functions. This may be completed as part of your work experience requirements. Successful completion of the ADC examination or completion of Examination Waiver Form.

Licensed Independent Chemical Dependency Counselor' credential recognized by the Ohio Chemical Dependency Professionals Board or other Ohio licensing authority with jurisdiction over professionals authorized to provide counseling services (e.g., Medical Board; Psychology Board; Nursing Board; Counselor & Social Worker and Marriage and Family Therapist Board); valid driver's license.

POSITION TITLE:

Licensed Independent Chemical Dependency Counselor –Clinical Supervisor

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.) Under close supervision of higher-level certified alcohol/drug counselor, conducts interviews, administers assessment & screening instruments & provides direct services to offenders in prison based alcohol & other drug program utilizing therapeutic community modality, determines eligibility for program, delivers direct services including facilitation of group & individual therapy, performs overall case management & crisis intervention, provides other direct care duties as assigned to include facilitating theme groups & topic related curriculum, develops client treatment plans & ensures compliance with applicable (e.g., American Correctional Association) standards, agency policies & Department of Rehabilitation & Corrections administrative regulations & institutional rules.

Monitors clients' progress in treatment; maintains clinical case records, documentation & case files (e.g., subject to audit/review); writes statistical reports as needed; maintains logs of client activities; collects psycho-social data; administers instruments to measure client progress; refers clients to community programs; participates in treatment team & makes recommendations for client status changes.

Participates as active member of treatment team (e.g., prepares case presentations; submits agenda items; writes monthly reports; provides services in accordance with principles of therapeutic community; provides training to other professionals); attends trainings, conferences & meetings to continue professional growth & development; assists statewide therapeutic community coordinator in monitoring other correctional based & community based therapeutic communities statewide; operates personal computer to enter, edit &/or retrieve data & to produce reports & correspondence.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

A minimum of a Master's degree in a behavioral science with documentation of coursework in ten specific content areas. Two years (4,000 hours) of chemical dependency counseling related compensated work or supervised internship experience. One additional year (2,000 hours) of work experience as a clinical supervisor of chemical dependency counseling services. 180 hours of chemical dependency education in nine specific content areas. 220 practical experience hours in the twelve core functions. This may be completed as part of your work experience requirements. 30 hours of clinical supervisory education. Successful completion of the ADC & CS examinations or completion of Examination Waiver Form.

'Licensed Independent Chemical Dependency Counselor – Clinical Supervisor' credential recognized by Ohio Chemical Dependency Professionals Board or other Ohio licensing authority with jurisdiction over professionals authorized to provide counseling services (e.g., Medical Board, Psychology Board; Nursing Board, Counselor & Social Worker and Marriage and Family Therapist Board); 12 mos. trg. or 12 mos. exp. in agency policies; 6 mos. trg. or 6 mos. exp. in employee training & development; must be able to provide own transportation.

JOB TITLE

Social Worker LISW

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

Performs as lead worker or independently develops & implements treatment plans for clients, coordinates admission, assessment, evaluation & treatment plans of client's care cycle, provides interventions with acute, more complex clients, handles cases containing numerous factors & problems & provides crisis intervention.

Participates in process of establishing, implementing & directing social service programs & treatment system objectives, develops & designs treatment intervention techniques & procedures, evaluates & modifies treatment systems to be responsive to client's progress & ability to change behavior, evaluates performance of lower-level social workers in administration of prescribed treatment plans & maintains necessary data documents to satisfy requirements of federal, state & local agencies.

Serves as active member of treatment teams, training sessions, department procedure meetings, policy review meetings & establishes & maintains working relationship with other facilities, agencies & support services in order to coordinate referrals & conduct follow-up services.

MAJOR WORKER CHARACTERISTICS

Knowledge of departmental regulations*; governmental regulations, policies, procedures; social work; counseling (group & individual); psychology; crisis intervention; interviewing, statistics, sociology; types & effects of psychotropic medications; employee training & development*. Ability to gather, collate & classify information about data, people or things; interpret variety of instructions in written or oral format; deal with problems involving several variables within unfamiliar context; write meaningful, concise & accurate reports; recognize unusual or threatening conditions & take appropriate action; understand somewhat abstract fields of study; define problems, collect data, establish facts & draw valid conclusions; counsel on sensitive matters.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Requires current license as independent social worker (i.e., LISW) as issued by State of Ohio Counselor, Social Worker & Marriage & Family Therapist Board in accordance with ORC 4757.27.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Completion of continuing professional education for license renewal pursuant to ORC 4757.33.

UNUSUAL WORKING CONDITIONS

May require unusual work schedules or arrangements; may be exposed to potentially violent patients; may be exposed to unusual noises, odors or contagious diseases; may require travel to community site under contract with Department of Mental Health.

CLASS TITLE

Licensed Practical Nurse

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.)

Administers nursing care within scope of practice as set forth in Division (F) of Section 4723.01 of Ohio Revised Code under direction of registered nurse, licensed physician, dentist, podiatrist, optometrist or chiropractor (e.g., administers oxygen; applies sterile dressing, inserts catheters; reinserts gastrostomy tubes, suctions, irrigates wounds; gives enemas, douches; collects specimens; performs dialysis treatments, operates hemodialysis equipment & monitors patient during procedure; assists physicians with physical exams, treatments &/or laboratory tests; assists in emergencies by administering first-aid, performing cardio-pulmonary resuscitation &/or restraining patients; administers controlled drugs such as narcotics & minor tranquilizers & non-controlled medication in oral, rectal, topical or injectable form (i.e., intramuscular & subcutaneous injections only) & provides medication instructions to patients).

Maintains medication accountability records (e.g., charts patient records, prepares & counts medication, maintains medication stock & medical equipment & supplies); observes, documents & reports patient conditions (e.g., medication reactions, treatment responses, patient behavior & progress) & prepares &/or maintains related reports & records (e.g., unusual incident reports, patient records, medication reports, seclusion/restraint logs, patient kardex, team plan).

Provides general nursing, direct care &/or programming assistance (e.g., takes patient vital signs; assists with personal grooming & hygiene, bathing or daily living activities; administers topical ointments & solutions, eye, ear &/or nose drops; repositions patients; responds to patient alarms; makes medical appointments for patients; escorts patients & assists with recreational activities; provides one to one group activities according to intervention stated on treatment plan).

Provides assistance (i.e., provides work direction, orientation & training) to lower-level direct care staff (e.g., hospital aides, orderlies, psychiatric attendants) in providing general unskilled nursing care (e.g., dressing, bathing, feeding) to patients & attends & participates in various meetings (e.g., staff conferences, committees, interdisciplinary team meetings, in-service training programs, nursing meetings) as assigned.

Orders medication & medical supplies; cleans nurses station & medication room/medication cart (e.g., cleans, sterilizes & restocks cart; defrosts & cleans medication refrigerator) & performs clerical tasks (e.g., answers phone, files).

MAJOR WORKER CHARACTERISTICS:

Knowledge of skilled licensed practical nursing procedures; pharmacology; client/patient care; first-aid; CPR; general hospital practices & procedures; agency, institutional, hospital or clinic practices & procedures*; HIPAA regulations & standards; human relations; inventory control; employee training & development*. Skill in use of medical equipment (e.g., respirator, dialysis machine, sterilizer, oxygen equipment, blood pressure cuff); hypodermics; operation of personal computer. Ability to understand practical field of study; deal with some abstract but mostly concrete variables; recognize unusual or threatening conditions & take appropriate emergency action; develop good rapport with patients &/or residents; understand manuals & verbal instructions associated with practical nursing; demonstrate dexterity to administer injections & perform medical treatments & strength to move, reposition or restrain patients.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

License to practice nursing as a licensed practical nurse issued by Ohio Board of Nursing pursuant to Section 4723 Ohio Revised Code & proof of completion of an approved course in medication administration.

Note: Licensed Practical Nurses who administer dialysis treatment must possess Certification in IV Therapy pursuant to Section 4723.17 Ohio Revised Code.

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

Biennial renewal of licensure as practical nurse. Obtain & maintain certification in CPR.

UNUSUAL WORKING CONDITIONS:

Work nights & weekends with rotating days off; may be required to work mandatory overtime; exposed to bodily fluids; exposed to unpredictable patient behavior, illness &/or infectious diseases; may require travel to community site under contract with Department of Mental Health & Department of Developmental Disabilities.

POSITION TITLE:

Licensed Professional Clinical Counselor (LPCC)

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.)

Within scope of practice, performs psychosocial interventions with clients, performs individual, family or group intervention (e.g., counseling, testing & education of the client), develops intervention goals & objectives designed to give education & resolve client's problems in functioning, participates in process of establishing, implementing & evaluating treatment system's goals & objectives, interviews clients & client's family to establish case goals & objectives, assesses clients & determines specific intervention techniques for clients & monitors client's responses to treatment systems & provides feedback on effectiveness of prescribed treatment, evaluates lower-level behavioral healthcare provider cases & client's progress resulting from prescribed treatment plans.

Maintains necessary data documents to satisfy requirements of federal, state & local agencies, prepares data requiring social histories, admission/ aftercare summaries, court documents & completes forms required by law &/or department policy.

Serves on treatment teams & program development teams, attends training meetings, intradepartmental meetings & court hearings & establishes & maintains working relationship with other facilities, agencies & support services in order to coordinate referrals & conduct follow-up services.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Master's degree from a clinical mental health counseling program, clinical rehabilitation counseling program, or addiction counseling program accredited by the council for accreditation of counseling and related educational programs "CACREP." A master's degree from a CACREP-accredited mental health counseling program meets the education requirements if it is conferred on or before January 1, 2018. LPCC licensure.

POSITION TITLE:

Licensed Professional Clinical Counselor w/Supervision Designation (LPCC-S)

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.) Within scope of practice, performs psychosocial interventions with clients, performs individual, family or group intervention (e.g., counseling, testing & education of the client), develops intervention goals & objectives designed to give education & resolve client's problems in functioning, participates in process of establishing, implementing & evaluating treatment system's goals & objectives, interviews clients & client's family to establish case goals & objectives, assesses clients & determines specific intervention techniques for clients & monitors client's responses to treatment systems & provides feedback on effectiveness of prescribed treatment, evaluates lower-level behavioral healthcare provider cases & client's progress resulting from prescribed treatment plans.

Maintains necessary data documents to satisfy requirements of federal, state & local agencies, prepares data requiring social histories, admission/ aftercare summaries, court documents & completes forms required by law &/or department policy.

Serves on treatment teams & program development teams, attends training meetings, intradepartmental meetings & court hearings & establishes & maintains working relationship with other facilities, agencies & support services in order to coordinate referrals & conduct follow-up services.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Master's degree from a clinical mental health counseling program, clinical rehabilitation counseling program, or addiction counseling program accredited by the council for accreditation of counseling and related educational programs "CACREP." A master's degree from a CACREP-accredited mental health counseling program meets the education requirements if it is conferred on or before January 1, 2018. An LPCC-S or Licensed Professional Clinical Counselor with Supervision Designation is able to give training supervision to an Licensed Professional Counselors registered as clinical resident, and counselor trainees. This is the only license type that can give training supervision to an LPC, LPCC or CT. LPCC-S shall have adequate training, knowledge, and skill to render competent clinical supervision and shall meet the criteria for work and training supervision. An LPCC-S is also able to supervise an MFT, LPC or LSW for work supervision; please note this type of supervision is not counted towards supervision training hours.

POSITION TITLE:

Licensed Professional Counselor (LPC)

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.)

Within scope of practice, performs psychosocial interventions with clients, performs individual, family or group intervention (e.g., counseling, testing & education of the client), develops intervention goals & objectives designed to give education & resolve client's problems in functioning, participates in process of establishing, implementing & evaluating treatment system's goals & objectives, interviews clients & client's family to establish case goals & objectives, assesses clients & determines specific intervention techniques for clients & monitors client's responses to treatment systems & provides feedback on effectiveness of prescribed treatment, evaluates lower-level behavioral healthcare provider cases & client's progress resulting from prescribed treatment plans.

Maintains necessary data documents to satisfy requirements of federal, state & local agencies, prepares data requiring social histories, admission/ aftercare summaries, court documents & completes forms required by law &/or department policy.

Serves on treatment teams & program development teams, attends training meetings, intradepartmental meetings & court hearings & establishes & maintains working relationship with other facilities, agencies & support services in order to coordinate referrals & conduct follow-up services.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Master's degree from a clinical mental health counseling program, clinical rehabilitation counseling program, or addiction counseling program accredited by the council for accreditation of counseling and related educational programs "CACREP." A master's degree from a CACREP-accredited mental health counseling program meets the education requirements if it is conferred on or before January 1, 2018. LPC or LPCC licensure.

POSITION TITLE:

Mail Clerk/Messenger

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

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

POSITION TITLE:

Maintenance Repair Worker 1

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

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

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

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

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

POSITION TITLE:

Maintenance Repair Worker 2

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

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

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

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition & subtraction & in reading, writing & speaking common English vocabulary; 6 mos. trg. or 6 mos. exp. in maintenance repair work (e.g., basic electricity, plumbing, carpentry, masonry repair & use of associated hand & power tools & equipment); in Department of Natural Resources, Division of Forestry only, applicants must have successfully completed the mandated basic firefighter/introduction to fire behavior course (S-130/S190); in accordance with section 124.11(B)(2) of revised code, Director of Administrative Services has determined this classification to be unskilled labor class & therefore exempt from written examination. Valid commercial driver's license required if motor equipment is of type & size regulated by sections 4506.01 & 4506.12 of Ohio revised code.

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

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

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

UNUSUAL WORKING CONDITIONS:

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

POSITION TITLE:

Maintenance Repair Worker 3

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

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

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

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition & subtraction & in reading, writing & speaking common English vocabulary; 12 mos. trg. or 12 mos. exp. in maintenance repair (e.g., basic electricity, plumbing, carpentry, masonry & use of associated hand & power tools & equipment). Valid commercial driver's license required if motor equipment is of type & size regulated by sections 4506.01 & 4506.12 of Ohio revised code; in Department of Natural Resources, Division of Forestry only, applicants must have successfully completed the mandated basic firefighter/introduction to fire behavior course (S-130/S190).

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

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

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

UNUSUAL WORKING CONDITIONS:

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

POSITION TITLE:

Medical Assistant

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.)

Perform selected patient care tasks to assist in the care, examination, treatment of patients under the direction of physician or nurse supervisor. Prepare patients, equipment and supplies for specific procedures as directed. Support patients and their families and notify the charge nurse of changes in patient status. Obtain vital signs, blood pressure, height, weight, EKGs, lab tests and record patient data. Prepare examination rooms by setting up, cleaning, disinfecting and replenishing supplies. Clean assigned areas, stock supplies and equipment as required. Provide assistance to other team members as needed. Maintain respect to patient privacy rights, confidentiality and HIPAA directives. Follow all policies and procedures related to assigned patient care and facility guidelines.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Minimum of six months, within the past two years, of supervised clinical experience in the professional classification and each specialty in which you will be working. Minimum of two above average clinical references from supervisory or charge personnel. Completed clinical skill competency checklist for area of specialty. Successful score above 80% on a valid clinical proficiency test. Annual, current BCLS or appropriate Cardiac Life Support as needed for area of employment. Current statement of satisfactory health, including Hepatitis B documentation, negative Tuberculin test results or chest x-ray as required.

POSITION TITLE:

Medical Coder 1, 2, 3

JOB DUTIES IN ORDER OF IMPORTANCE

(These duties are illustrative only. Incumbents may perform some or all of these duties or other job related duties as assigned.) Under general direction, monitors & analyzes policies & procedures in order to organize & implement an accurate & efficient International Classification of Diseases Edition (ICD) policy & system support program; serves as medical policy resource, ICD analyst & technical expert advisor for ICD and other coding systems; incorporates relevant ICD policy & guidelines of Agency on statewide basis.

As needed, acts as a liaison between ICD unit & other agency departments regarding ICD policy & systems support & coordination; analyzes & interprets federal & state regulations & laws as applicable to program initiatives; monitors & analyzes ICD reports generated on agency computer systems for appropriate usage & assignment of ICD codes; performs ongoing ICD maintenance with updates, revisions & enhancements on agency computer systems; monitors & analyzes reports generated on agency computer systems for appropriate usage & assignment of ICD codes; performs ongoing ICD maintenance with updates, revisions & enhancements on agency computer systems;

MAJOR WORKER CHARACTERISTICS

Knowledge of: (1)ICD diagnostic codes for medical diagnoses, assignments, groupings & medical treatment, (2)agency statutes, rules, policies & procedures*, (3)human anatomy & physiology, (4)coding theory & application to agency laws, rules & policies, (8)business management, (9)public & human relations, (10)federal & state laws (i.e. ORC), regulations & accreditation standards (i.e. AAPC or AHIMA), (11)claims processing data management*, (12)healthcare delivery systems & health science administration, (13)health information systems & database management, (14)applied statistics*, (15)process analysis & outcome analysis*, (17)healthcare laws, regulations & standards*, (19)ICD-9 coding for medical diagnoses, assignments & groupings,

Skill in: (1)operating PC & peripheral equipment (e.g. modem, printer), (2)use of Microsoft Office software (e.g. Windows, Excel, Word, Access, PowerPoint, Outlook), (3)use of agency software (4)use of office equipment (e.g. copiers & fax machines), (5)written & oral communication, (6)project management, (7)data collection, analysis & presentation.

Ability to: (1)define problems, collect data, establish facts & draw conclusions, (2)draft &/or edit administrative policies, procedures & directives*, (3)use statistical analysis, (4)apply principles to solve practical, everyday problems, (5)use proper research methods in gathering data, (6)gather, collate & classify information about data, people or things, (7)maintain accurate records & databases, (8)prepare meaningful, concise & accurate reports, (9)establish friendly rapport with internal & external customers, (10)prepare & deliver speeches before specialized audiences & general public, (11)handle sensitive inquiries (12)use & interpret ICD-9 & ICD-10 medical coding publications.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Level of education- RHIA or RHIT degree and/or CCS/CCS-P/CPC Medical Coder 1: Years of Experience - 1-2 years, Medical Coder 2: Years of Experience - 3-4 years, Medical Coder 3: Years of Experience - 5+ years

POSITION TITLE:

Medical Laboratory Technician and Medical Laboratory Technologist

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.)

Medical Laboratory Technician, 1 yr experience minimum- Preparing blood, urine and tissue samples for analysis. Uses sophisticated laboratory equipment to look for bacteria, parasites and other microorganisms. Monitors tests and procedures. Analyzing the chemical content of fluids. Matches blood for transfusions. Tests for drug levels in the blood to show how a patient is responding to treatment. May specialize in the areas of chemistry, hematology, immunology, virology, blood banking, cytology or microbiology

Medical Laboratory Technologist, 1 yr experience minimum- Certified Medical Technicians typically earn an associate's degree in Medical Technology before earning their professional certification, preparing them to provide crucial diagnostic support to physicians. Careers related to Certified Medical Technician include certified clinical lab technician, certified medical technologist, phlebotomist and medical assistant.

POSITION TITLE:

Medical Scheduler, Medical Secretary, Medical Technologist (ASCP) Certified

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.)

Medical Scheduler 1 yr experience minimum- A medical scheduler is a person who arranges appointments for a physician in an office or hospital. Although scheduling appointments is her main focus, there are other duties involved to help operate a medical facility.

Medical Secretary, 1 yr experience minimum - Perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence

Medical Technologist (ASCP Certified), 1 yr experience minimum- medical technologists will work in clinical pathology labs where they will analyze biological samples to check for their biological/biochemical composition. They will also operate, maintain and calibrate the equipment used to ensure that it is operating efficiently and providing accurate results. Medical technologists may also provide technical support to those who are directing studies that are relevant to their work. Medical technologists conduct numerous types of laboratory tests such as chemical tests, microscopic tests and bacteriological tests. They prepare specimens as required with things such as filters, reagents, heat or with different solutions. Once the tests have been performed and/or the specimens prepared a medical technologist will observe these tests and record all of the necessary data.

POSITION TITLE:

Microbiologist I, II, III, IV, V

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.)

Studies growth, structure, development, and general characteristics of bacteria and other micro-organisms: Isolates and makes cultures of significant bacteria or other micro-organisms in prescribed or standard inhibitory media, controlling factors, such as moisture, aeration, temperature, and nutrition. Observes action of micro-organisms upon living tissues of plants, higher animals, and other micro-organisms and on dead organic matter. Makes chemical analyses of substances, such as acids, alcohols, and enzymes, produced by bacteria and other micro-organisms on organic matter. May specialize in study of viruses and rickettsiae and be designated Virologist. May specialize in particular material or product field and be designated Bacteriologist, Dairy, Bacteriologist, Fishery, Bacteriologist, Food, Bacteriologist, Industrial Bacteriologist, Medical Bacteriologist, Pharmaceutical or Bacteriologist, Soil.

Microbiologist I, 0-2 yrs of experience- AA/BAJBS in microbiology/Chemistry

Microbiologist II, 1-3 yrs experience- BAJBS in Microbiology/Chemistry

Microbiologist III, 3+ yrs experience- BS/MS in Microbiology/Chemistry

Microbiologist IV, 0-5 yrs experience- PhD Microbiology/Chemistry

Microbiologist V, 5+ yrs experience- PhD Microbiology/Chemistry

CLASS TITLE

Nurse Practitioner

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.)

1. Creates & implements patient care plans and performs advanced nursing duties within boundaries of licensure:
 - a. Monitors progress of patients and intervenes in the course of chronic illness.
 - b. Performs routine physical examinations of patients to determine control or status of chronic conditions & diagnose new conditions.
 - c. Evaluates acute & chronically ill patients & prescribes medications or administers treatment of acute & chronically ill patients.
 - d. Completes discharge planning/follow-up care for clients/patients/youth/inmates with chronic care and/or medical issues.
 - e. Performs minor surgery as training & competency allows.
 - f. Evaluates necessity for referral consultations inside or outside the institutional, facility or correctional setting.
 - g. Orders & reviews results of laboratory, x-ray & other diagnostic testing.
 - h. Inoculates or vaccinates patients against communicable diseases.
2. Maintains required medical records:
 - a. Documents medical information gathered during patient interviews according to agency guidelines, policies, protocols & agency-professionally accredited standards.
 - b. Documents assessments & diagnostic impressions including treatment plans & follow up parameters.
 - c. Cooperates monthly with institutional Chief Medical Officer (CMO) or agency equivalent for medical quality oversight.
3. Provides clinical direction to registered nurses, licensed practical nurses, phlebotomists & other caregivers.
4. Participates in professional & agency committees & meetings:
 - a. Attends professional institutional specific meetings as requested by warden, deputy warden or chief medical officer.
 - b. Participates in continuous quality improvement measures & attends monthly meeting.
 - c. Attends quarterly medical meetings.
 - d. Serves as resource for patients & families utilizing areas of clinical expertise & provides advice regarding health maintenance & promotion & identifies health risk factors.
 - e. Attends in-services &/or other continuing education offerings relative to growth & development as nurse practitioner.

MAJOR WORKER CHARACTERISTICS

Knowledge of skilled registered nursing procedures; advanced nurse practices; HIPAA regulations; state & federal regulations, policies & procedures related to nursing; human relations; employee training & development; health care services & program management; counseling; interviewing. Skill in use of equipment (e.g., surgical equipment, ophthalmoscope, stethoscope, BP cuff, EKG machine, otoscope, reflex hammer); operation of personal computer. Ability to handle sensitive telephone & face-to-face inquiries & contacts with general public; possess strong clinical base in order to make judgments & decisions regarding patient care & treatment; deal with some abstract but mostly concrete variables; define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things; understand & follow philosophies, policies & procedures of facility; establish & maintain positive rapport with patients, patients' families, nursing & other department &/or agency staff; maintain confidentiality of information.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Valid license as Registered Nurse; completion of Nurse Practitioner program & certified by Ohio Board of Nursing for advanced practice with valid certificate of authority & certificate to prescribe in accordance with ORC 4723.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Must obtain Drug Enforcement Agency number for scheduled drugs within 1 month of employment. Must satisfy all requirements to maintain licensure.

UNUSUAL WORKING CONDITIONS

Works in a secure institutional, facility or correctional setting & exposed to unpredictable behavior of violent inmate patients; works shifts, weekends & holidays.

CLASS TITLE

Correctional / Nurse Practitioner

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.)

1. Creates & implements patient care plans and performs advanced nursing duties within boundaries of licensure:
 - a. Monitors progress of patients and intervenes in the course of chronic illness.
 - b. Performs routine physical examinations of patients to determine control or status of chronic conditions & diagnose new conditions.
 - c. Evaluates acute & chronically ill patients & prescribes medications or administers treatment of acute & chronically ill patients.
 - d. Completes discharge planning/follow-up care for clients/patients/youth/inmates with chronic care and/or medical issues.
 - e. Performs minor surgery as training & competency allows.
 - f. Evaluates necessity for referral consultations inside or outside the institutional, facility or correctional setting.
 - g. Orders & reviews results of laboratory, x-ray & other diagnostic testing.
 - h. Inoculates or vaccinates patients against communicable diseases.
2. Maintains required medical records:
 - a. Documents medical information gathered during patient interviews according to agency guidelines, policies, protocols & agency-professionally accredited standards.
 - b. Documents assessments & diagnostic impressions including treatment plans & follow up parameters.
 - c. Cooperates monthly with institutional Chief Medical Officer (CMO) or agency equivalent for medical quality oversight.
3. Provides clinical direction to registered nurses, licensed practical nurses, phlebotomists & other caregivers.
4. Participates in professional & agency committees & meetings:
 - a. Attends professional institutional specific meetings as requested by warden, deputy warden or chief medical officer.
 - b. Participates in continuous quality improvement measures & attends monthly meeting.
 - c. Attends quarterly medical meetings.
 - d. Serves as resource for patients & families utilizing areas of clinical expertise & provides advice regarding health maintenance & promotion & identifies health risk factors.
 - e. Attends in-services &/or other continuing education offerings relative to growth & development as nurse practitioner.

MAJOR WORKER CHARACTERISTICS

Knowledge of skilled registered nursing procedures; advanced nurse practices; HIPAA regulations; state & federal regulations, policies & procedures related to nursing; human relations; employee training & development; health care services & program management; counseling; interviewing. Skill in use of equipment (e.g., surgical equipment, ophthalmoscope, stethoscope, BP cuff, EKG machine, otoscope, reflex hammer); operation of personal computer. Ability to handle sensitive telephone & face-to-face inquiries & contacts with general public; possess strong clinical base in order to make judgments & decisions regarding patient care & treatment; deal with some abstract but mostly concrete variables; define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things; understand & follow philosophies, policies & procedures of facility; establish & maintain positive rapport with patients, patients' families, nursing & other department &/or agency staff; maintain confidentiality of information.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Valid license as Registered Nurse; completion of Nurse Practitioner program & certified by Ohio Board of Nursing for advanced practice with valid certificate of authority & certificate to prescribe in accordance with ORC 4723.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Must obtain Drug Enforcement Agency number for scheduled drugs within 1 month of employment. Must satisfy all requirements to maintain licensure.

UNUSUAL WORKING CONDITIONS

Works in a secure institutional, facility or correctional setting & exposed to unpredictable behavior of violent inmate patients; works shifts, weekends & holidays.

CLASS TITLE

Correctional / Advanced Practice Nurse –
Psychiatric – Mental Health

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

1. Provides direct psychiatric/mental health care, creates & implements mental health treatment plan & performs advanced nursing duties within boundaries of licensure:
 - a. Monitors mental health progress of patients & intervenes in the course of mental illnesses using agency policies & protocols for guidance.
 - b. Performs routine & crisis mental health evaluations & reports of patients in need of &/or receiving psychiatric level of care to determine mental health diagnosis.
 - c. Evaluates patients with acute & chronic mental illness & prescribes medications or administers treatment.
 - d. Evaluates necessity for referral of consultations inside or outside the institutional, facility and/or correctional setting.
 - e. Orders & reviews results of laboratory & other diagnostic testing.
2. Maintains required mental health records:
 - a. Documents mental health information gathered during patient interviews/histories according to agency guidelines, policies, protocols & agency-professionally accredited standards.
 - b. Documents mental health assessments & diagnostic impressions & follow up parameters.
 - c. Writes mental health evaluations & reports for offenders in need of &/or receiving psychiatric level of care.
 - d. Writes summary & maintains written account of patient progress & is instrumental in the development of treatment plans for offenders on the mental health caseload.
3. Provides clinical direction to registered nurses & other subordinate mental health staff; provides for medical consultation to all programs in mental health.
4. Participates in professional & agency committees & meetings:
 - a. Attends professional meetings as requested by warden, director of clinical services or equivalent.
 - b. Participates in continuous quality improvement & Suicide Prevention Assessment & Response Team or equivalent activities; attends meetings as requested.
 - c. Serves as resource for patients & families utilizing areas of clinical expertise & provides advice regarding mental health maintenance & promotion & identifies mental health risk factors.
 - d. Attends in-services &/or other continuing education offerings relative to growth & development as advanced practice nurse – psychiatric – mental health.
 - e. Directs preparation of technical information materials & continuing education seminars; maintains clinical competency.

MAJOR WORKER CHARACTERISTICS

Knowledge of skilled registered nursing procedures; advanced nursing practice in psychiatric/mental health; HIPAA regulations; state & federal regulations, policies & procedures related to nursing; human relations; employee training & development; mental health care services & program management; counseling; interviewing. Skill in use of equipment (e.g., BP cuff, EKG machine, otoscope, ophthalmoscope, reflex hammer); operation of personal computer. Ability to handle sensitive telephone & face-to-face inquiries & contacts with general public; possess strong clinical base in order to make judgments & decisions regarding mental health treatment; deal with some abstract but mostly concrete variables; define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things; understand & follow philosophies, policies & procedures of facility; establish & maintain positive rapport with patients, patients' families, nursing & other department &/or agency staff; maintain confidentiality of information.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Valid license as Registered Nurse; completion of advanced level practice nurse program for Clinical Nurse Specialist or Certified Nurse Practitioner in psychiatric/mental health specialty & certified by Ohio Board of Nursing for advanced practice with valid certificate of authority & certificate to prescribe in accordance with ORC 4723.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Must obtain Drug Enforcement Agency number for scheduled drugs within 1 month of employment. Must satisfy all requirements to maintain licensure. Must maintain clinical competency & collaboration with psychiatrist in accordance

with ORC 4723.

UNUSUAL WORKING CONDITIONS

Works in a secure institutional, facility or correctional setting & exposed to unpredictable behavior of violent inmate patients; works shifts, weekends & holidays.

CLASS TITLE

Nurse Practitioner Supervisor

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.)

1. Provides supervision to professional nursing staff to plan, direct, develop & evaluate all nursing care in assigned region:
 - a. Monitors & oversees health care services
 - b. Supervises professional nurse practitioners &/or advanced practice nurses & approves/disapproves leave requests & completes & signs performance evaluations & handles disciplinary problems, schedules, assigns & reviews work, recruits, interviews & recommends applicants for hire, trains new hires
 - c. Implement nursing care programs
 - d. Reviews & update current programs
 - e. Updates nursing policies & procedure manual
 - f. Prepares nursing budget
 - g. Serves as liaison with other units in organization to ensure services are provided
 - h. Provides leadership for quality assurance functions
 - i. Monitors & evaluates the delivery of medical services
 - j. Conducts &/or attends health care meetings
2. Maintains required records:
 - a. Directs record keeping & reporting procedures
 - b. Reviews compliance with ODRC policy & protocol, state &/or federal regulations & court orders
 - c. Maintains patients medical & psychological histories
3. Develops & implements treatment plans:
 - a. Monitors patient medication usage & results
 - b. Prescribes medications as allowed by state regulations
 - c. Administers medications including those administered by injection
 - d. Consults with physicians or other professionals when unusual or complex cases are encountered

MAJOR WORKER CHARACTERISTICS

Knowledge of skilled registered nursing procedures; advanced nurse practices; HIPAA regulations; state & federal regulations, policies & procedures related to nursing; human relations; employee training & development; supervisory principles/techniques; labor relations; health care services; program management; counseling & interviewing. Skill in use of medical equipment (e.g., surgical equipment, ophthalmoscope, stethoscope, BP cuff, EKG machine, otoscope, reflex hammer); operation of personal computer. Ability to handle sensitive telephone & face-to-face inquiries & contacts with general public; possess strong clinical base in order to make judgments & decisions regarding patient care & treatment; deal with some abstract but mostly concrete variables; define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things; understand & follow philosophies, policies & procedures of facility; establish & maintain positive rapport with patients, patients' families, nursing & other department &/or agency staff; maintain confidentiality of information.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Valid license as Registered Nurse; completion of advanced level practice nurse program for Clinical Nurse Specialist or Certified Nurse Practitioner & certified by Ohio Board of Nursing for advanced practice with valid certificate of authority & certificate to prescribe in accordance with ORC 4723; 5 years' experience in planning, administering & compliance with health care program(s).

-Or 5 years' experience as Correctional/Nurse Practitioner, 65651/65652.

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

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Biennial renewal of licensure as registered nurse & maintenance of advanced practice nursing licensure & certification.

UNUSUAL WORKING CONDITIONS

Works shifts, weekends & holidays; exposed to communicable diseases & unpredictable behavior of violent inmate patients.

JOB TITLE

Occupational Therapist

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.)

Assesses clients/consumers' physical capacities, developmental &/or psychosocial functions (e.g., motor cognitive, perceptual, behavioral, physical capacities) using standardized &/or non-standardized assessment & measuring tools, plans, coordinates & implements occupational therapy group or individual treatment plans for clients/consumers, determines appropriate therapy techniques & sequence & coordinates treatment plans with other programs for overall client/consumer benefit.

Provides consultation with clients/consumers, other health care professionals & interested outside parties regarding client/consumer progress, recommendations for treatment & integration of plans with other programs; participates in planning, organizing & controlling occupational therapy services, policies & procedures; participates as interdisciplinary team member; assesses & locates suitable adaptive equipment.

Documents evaluations, observations & assessments of client/consumer performance; records treatment plans & revisions; requisitions supplies & equipment; maintains records; keeps abreast of current knowledge relevant to occupational therapy through reading & attending in-service & mandated training; attends staff meetings.

MAJOR WORKER CHARACTERISTICS:

Knowledge of occupational therapy; safety practices relative to occupational therapy; social sciences (e.g., psychology, sociology, social work). Skill in use, fabrication & maintenance of orthotic & prosthetic devices & occupational therapy equipment. Ability to define problems, collect data, establish facts & draw valid conclusions; deal with some abstract variables in familiar context; understand technical manuals & verbal instructions associated with occupational therapy; establish & maintain sensitive client/therapist relationships; establish & maintain atmosphere of mutual confidence.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Current State of Ohio Occupational Therapist License pursuant to Section 4755.02 of Revised Code.

TRAINING AND DEVELOPMENT REQUIRED REMAINING IN THE CLASSIFICATION AFTER EMPLOYMENT:

Biennial renewal of licensure as occupational therapist.

UNUSUAL WORKING CONDITIONS:

Exposed to unpredictable behavior of clients/ consumers.

JOB TITLE

Occupational Therapy Assistant

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 implementing & planning of standard occupational therapy treatments, techniques & activities within scope of practice as set forth in Division (5)(c) of Section 4755.01 of Ohio Revised Code under general supervision of an occupational therapist (e.g., develop, improve or restore function, compensate for dysfunction &/or minimize debilitation for persons diagnosed with chronic or acute physical handicaps, emotional disorders &/or developmental disabilities such as mental illness, schizophrenia & depression; administers standardized assessments such as Kohlman Evaluation of Living Skills & Allen level Cognitive Screen; assist patients in increasing skills necessary to cope with daily living; provides treatment to patients on one on one or in group settings; participates in design & construction of orthotic devices/adaptive equipment &/or modifications of wheelchairs; prepares patients for independent community living to include motor skills, anger management, stress management; provides community resources for peer support & recovery; refers patients to local county agencies for employment, schooling, training, socialization &/or mental health services; provides input in conjunction with treatment team members to develop treatment goals & objectives; participates with treatment team & unit manager in developing methodologies, policies & procedures for implementation of occupational therapy program).

Conducts interviews with clients, gather information & history of client through information obtained in interviews & chart reviews of occupational therapy assessments; participates in treatment team meetings to discuss patients performance & progress in occupational therapy groups &/or one-on-one interventions; collaborates with treatment team members (e.g., psychology; social worker; case manager) to develop individual patient programs, progress notes, weekly &/or monthly updates.

Maintain patient logs & records of interventions, completes & compiles written & verbal reports (e.g. weekly, monthly, progress, incidental, forensic, confidential chart review) for treatment teams, patients, service providers & families; complete forms & discharge documentation related to occupational therapy treatments & services, organize funds utilized for snacks, unit parties & activities to include shopping for food & supplies; fills out purchase orders for unit supplies & materials for group activities; attends workshops, seminars & in-service education programs & special events; oversees activities of occupational student interns.

MAJOR WORKER CHARACTERISTICS:

Knowledge of occupational therapy; safety practices relative to occupational therapy; social sciences (e.g., psychology, sociology, social work); Ohio Occupational Therapy, Physical Therapy & Athletic Trainer Board laws, rules & guidelines*; HIPPA laws, rules & guidelines*. Skill in use & maintenance of orthotic & prosthetic devices & occupational therapy equipment;* personal computer & related software*. Ability to deal with problems involving several variables within familiar context; calculate fractions, decimals & percentages; define problems, collect data, establish facts & draw valid conclusions; prepare meaningful, concise & accurate reports; counsel or encourage others on sensitive issues; redirect & de-escalate patients who become agitated or aggressive towards other patients &/or staff; assists with putting violent / hostile patients in 4 point restraints.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Current State of Ohio Occupational Therapy Assistant License pursuant to Section 4755.02 of Revised Code.

-Or limited permit pursuant to Section 4755.07, to persons who have satisfied requirements of Divisions (A) to (C) of Section 4755.06.

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

Biennial renewal of licensure as occupational therapy assistant.

UNUSUAL WORKING CONDITIONS:

Exposed to unpredictable behavior of hostile, angry, violent clients, exposed to injuries during code episodes while participating in the restraint of violent, hostile clients.

POSITION TITLE:

Office Assistant 1

CLASS CONCEPT:

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

JOB DUTIES IN ORDER OF IMPORTANCE:

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

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

Performs basic clerical duties (e.g., picks up, opens, stamps, sorts, distributes & sends out mail; counts, alphabetizes, separates, collates, codes, sorts, logs, staples &/or stuffs mail, forms, correspondence &/or filed information; files correspondence, reports, records, cards, documents or other materials; retrieves files for requested information or material; makes minor additions, deletions & adjustments to filed information or other materials; picks up & distributes materials; hand addresses mail; answers telephone & takes messages or refers calls; photocopies; greets visitors).

MAJOR WORKER CHARACTERISTICS:

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

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

1 course or 3 mos. exp. in basic typing; formal education in arithmetic that includes addition & subtraction & in reading, writing & speaking common English vocabulary.

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

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

Not applicable

UNUSUAL WORKING CONDITIONS:

Confined to work area for long periods of time.

POSITION TITLE:

Office Assistant 2

CLASS CONCEPT:

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

JOB DUTIES IN ORDER OF IMPORTANCE:

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

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

Not applicable

UNUSUAL WORKING CONDITIONS:

Confined to work area for long periods of time.

POSITION TITLE:

Office Assistant 3

CLASS CONCEPT:

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

JOB DUTIES IN ORDER OF IMPORTANCE:

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

Not applicable

UNUSUAL WORKING CONDITIONS:

Confined to work area for long periods of time.

<u>POSITION TITLE:</u> On-Site Supervisor I

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.)

Approximately 90% of the assigned temporary personnel will be located on the 25th floor of the Development Services Agency, Office of Community Assistance (OCA), Application Processing Area. Duties will include monitoring and creating a daily attendance report for the Application Processing Area (25th Floor). Managing and addressing any human resources issues in addition to timekeeping and payroll matters for temporary personnel on assignment. Track and approve time records. Responsible for approving or denying requests for time off, as well as maintaining attendance records. Access, verify and submit weekly time attendance records. Distribute and collect employment and human resources information. Collaborate with other Supervisors to correctly allocate staff, identify staffing vacancies, recruit, interview, and notify applicants of selection. Duties will also include facilitating orientation sessions.

The On-Site Supervisor I must be familiar with HEAP/OCA program, practices and procedures, including but not limited to Application Processing and Call Center Duties.

The On-Site Supervisor will be the initial point of contact for State employees regarding employee matters. All contract and legal issues will be referred to the Corporate/Central Offices.

EQUIPMENT PROFICIENCY: The temporary personnel shall be proficient in the following equipment: 10 key calculator, personal computer, telephone, copier, fax machine, and all standard office equipment. Typing (keyboard test must = 40+ w.p.m.).

PROOF OF EFFICIENCY: The temporary personnel shall have, at a minimum, knowledge of the following to qualify for employment with the using agency: bookkeeping, office practices and procedures, addition, subtraction, multiplication and division of fractions and percentages.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Six (6) months experience in a customer service environment and 6 months experience in electronic data input in a business office or educational environment.

<u>POSITION TITLE:</u> On-Site Supervisor I

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.)

Approximately 10% of the assigned temporary personnel will be located on the 27th floor of the Development Services Agency, Office of Community Assistance, Call Center Area. Duties will include monitoring and creating a daily attendance report for the Call Center Area (27th floor) staff. Assisting the On-Site Supervisor I with managing and addressing any human resources issues in addition to timekeeping and payroll matters for temporary personnel on assignment. Track and approve time records. Responsible for approving or denying requests for time off as well as maintaining attendance records. Access, verify and submit weekly time attendance records. Distribute and collect employment and human resources information. Collaborate with other Supervisors to correctly allocate staff, identifying staffing vacancies, recruit, interview, and notify applicants of selection. Duties will also include facilitating orientation sessions.

The On-Site Supervisor II must be familiar with HEAP/OCA program, practices and procedures including but not limited to Application Processing and Call Center Duties.

EQUIPMENT PROFICIENCY: The temporary personnel shall be proficient in the following equipment: 10 key calculator, personal computer, telephone, copier, fax machine, and all standard office equipment. Typing (keyboard test must = 40+ w.p.m.).

PROOF OF EFFICIENCY: The temporary personnel shall have, at a minimum, knowledge of the following to qualify for employment with the using agency: bookkeeping, office practices and procedures, addition, subtraction, multiplication and division of fractions and percentages.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Six (6) months experience in a customer service environment and 6 months experience in electronic data input in a business office or educational environment.

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

Conducts routine, periodic & emergency examinations using specialized diagnostic equipment (e.g., refractometer, indirect & direct ophthalmoscope) to discover defects that can be corrected by prisms, lenses or other optical accessory, determines by examination & evaluation of medical history whether corrective treatment or physician referral is indicated & prescribes, fits, adjusts & repairs glasses for patients.

Acts as consultant to other professional & para-professional staff regarding forms of eye pathology; evaluates medical records to determine corrective optometric treatment.

Plans, schedules & directs comprehensive eye screening program; prescribes, fits, adjusts & repairs glasses; instructs patients in proper eye care & care of glasses; writes medical & technical reports.

MAJOR WORKER CHARACTERISTICS:

Knowledge of optometry which must include coursework in each of the following areas: practical, theoretical, physiological & optic optometry, pathology, anatomy & physiology of eye; federal & state laws & rules governing practice of optometry. Ability to deal with many variables & determine specific course of action; gather, collate & classify information about data, people or things; demonstrate dexterity to use hands skillfully.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate of licensure to practice optometry, per Section 4725.09 of Revised Code.

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

Annual renewal of license with requirement of 12 hours of continuing medical education.

UNUSUAL WORKING CONDITIONS:

May be on call weekends & evenings.

POSITION TITLE:

Paralegal/Legal Assistant 1

CLASS CONCEPT:

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

JOB DUTIES IN ORDER OF IMPORTANCE:

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Successful completion of certification program for paralegal or legal assistant.

-Or 12 mos. law school training.

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

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

Not applicable

UNUSUAL WORKING CONDITIONS:

May require travel.

POSITION TITLE:

Paralegal/Legal Assistant 2

CLASS CONCEPT:

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

JOB DUTIES IN ORDER OF IMPORTANCE:

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

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

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

-Or 24 mos. law school training.

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

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

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

Not applicable

UNUSUAL WORKING CONDITIONS:

May require travel.

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

In accordance with section 4765.30 of the Ohio Revised Code, individuals must be issued a certificate to practice to provide emergency medical services (provider or instructor). EMS certifications are issued by the State Board of Emergency Medical, Fire, and Transportation Services through the Ohio Department of Public Safety, Division of Emergency Medical Services. In accordance with section 4765.55 of the Ohio Revised Code individuals must possess a certificate to provide fire services (firefighting, fire safety inspector, or instructor). Fire service certifications are issued by the executive director of the Division of Emergency Medical Services. Successful completion of training through an Ohio EMS accredited training program or chartered fire training program is required to be eligible for certification, although the state of Ohio may issue a certification to an applicant who receives training in another state, U.S. territory, or from the U.S. military through reciprocity.

All certifications require continuing education to be eligible for renewal. Continuing education requirements vary by type and level of certification. Once a certification is issued, the certificate holder shall ensure compliance with, and keep documentation of, all continuing education, as well as any other certification renewal requirements.

POSITIN TITLE:

Payroll Accountant

JOB DUTIES:

Compiles employee time, production and payroll data from time sheets and other records to issue employee paychecks and statements of earnings and deductions. Calculates wages, withholdings, taxes and garnishments. Ensures all payroll transactions are properly recorded on the general ledger.

POSITION TITLE:

Payroll Administrator

JOB DUTIES:

Performs all activities necessary to process 1 or more payrolls, including maintaining related records, filing tax reports and voluntary deduction reports, processing involuntary deductions such as levies and garnishments, preparing accounting transactions and documents, documenting and updating procedures and preparing special reports for management. Responsible for all payroll and related activities. Typically requires 3 to 5 years of payroll experience and a minimum of an associate's degree or equivalent training and education beyond high school.

POSITIN TITLE:

Penal Workshop Specialist

CLASS CONCEPT:

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

JOB DUTIES:

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

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

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

MAJOR WORKER CHARACTERISTICS:

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

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

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

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

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

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

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

UNUSUAL WORKING CONDITIONS:

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

CLASS TITLE:	_____	_____
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Pharmacist

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.)

Accurately & timely compounds, counts & dispenses drugs, chemicals & pharmaceutical supplies as prescribed by licensed practitioner pursuant to Chapter 4715, 4725, 4731 or 4741 of Revised Code for patients or residents/inmates in state facility or in community agencies with contracts with state 648 or 169 boards in accordance with federal & state laws & certifying agency standards (e.g., J.C.A.H., I.C.F.M.R.), reviews drug therapy for appropriate dose, duration, drug interaction & adverse effects based on review of patients or residents/inmates records & medical profile & contacts physicians & professional staff regarding updates in patient or resident/inmate records or problems with prescribed medication; assist with developing policies & procedures to increase efficiency & accountability.

Oversees delivery & shipment of drugs, order drugs & supplies to maintain sufficient stock, reviews expiration dates, returns outdated merchandise & rotates stock as orders are received, assists staff in inventory of pharmacy stock, inspects ward stocks & crash carts to ensure compliance with federal, state & certifying agency standards & rules, maintains tight security of all stock & locks up controlled drugs.

Utilizes pharmaceutical software to maintain mandated records & reports of all drugs & chemical substances dispensed, prepares & submits periodic reports; types labels; edits & revises hospital medical formulary; attends staff meetings & continuing education seminars; keeps institutional staff apprised of new drug information; act as lead worker over assigned pharmaceutical staff.

MAJOR WORKER CHARACTERISTICS:

Knowledge of pharmacy; federal & state laws & rules governing practice of pharmacy, distribution of drugs, chemicals, pharmaceutical supplies, narcotics & controlled substances*; certifying agency rules governing pharmacy operation (e.g., J.C.A.H., I.C.F.M.R.) & budgeting*; record keeping policies*; inventory control*. Skill in operation of personal computer*. Ability to comprehend many medical variables & determine possible drug interaction; read & comprehend medical & pharmaceutical texts, manuals & journals.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Current & valid license to practice pharmacy as issued by Ohio State Board of Pharmacy, pursuant to Sections 4729.01 to 4729.29, inclusive of Ohio Revised Code; must provide own transportation.

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

Continuing pharmacy education as required in Section 4729.12 of Ohio Revised Code & Sections 4729-7-01 to 4729-7-07, inclusive of Ohio Administrative Code.

UNUSUAL WORKING CONDITIONS:

May be required to come in to facility after working hours to get required medication; may be exposed to violent or irate patients or residents/inmates.

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

Supervises pharmacy staff & assists in compounding, counting & dispensing drugs, chemicals & pharmaceutical supplies as prescribed by licensed practitioner pursuant to Chapter 4715, & 4731 of Revised Code for patients or inmates in state facility or in community agencies with contracts with state 648 or 169 boards in accordance with federal & state laws & certifying agency standards (e.g., J.C.A.H., I.C.F.M.R.), develops & implements policies & procedural manuals to provide for safe handling, storage & security of drugs & provision of inventory control & budgetary management of pharmacy program, trains & schedules pharmacy staff to permit effective utilization of personnel, monitors drug therapy for appropriate dose, duration, drug interaction & adverse effects based on analysis of patient records & medical profile, advises physicians & professional staff regarding updates in patient records or problems with prescribed medication & oversees provision of clinical pharmacy services in accordance with certifying agency standards.

Develops & maintains inventory control & accountability for drug distribution system; reviews inventory levels & ensures supplies & equipment necessary for efficient operation are present in adequate supply; delegates or assists staff in inventory receipt, movement, return for credit or destruction, inspection of ward stocks & crash carts to ensure compliance with federal, state & certifying agency standards & rules; maintains & enforces tight security of all stock.

Ensures retention of mandated records, licenses & reports of all drugs & chemical substances dispensed; reviews & prepares periodic reports; edits & revises hospital medical formulary; maintains library of current pharmaceutical literature & keeps staff apprised of new drug information; conducts & attends various committee meetings, supervisory meetings, in-service presentations & continuing education programs.

MAJOR WORKER CHARACTERISTICS:

Knowledge of pharmacy; federal & state laws & rules governing practice of pharmacy, distribution of drugs, chemicals, pharmaceutical supplies, & controlled substances; certifying agency rules governing pharmacy operation (e.g., J.C.A.H., I.C.F.M.R.) & record keeping policies; supervisory principles/techniques*; employee training & development*; inventory control*. Ability to comprehend many medical variables & determine possible drug interaction; read & comprehend medical & pharmaceutical texts, manuals & journals; handle sensitive inquiries from & contacts with officials & general public; gather, collate & classify information about data, people or things.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Current & valid license to practice pharmacy as issued by Ohio State Board of Pharmacy, pursuant to Sections 4729.01 to 4729.29, inclusive of Ohio Revised Code.

-Or 12 mos. exp. as Pharmacist, 65411.

-Or alternative, equivalent evidence of the major worker characteristics, noted above may be substituted for the experience required, but not for the mandated licensure.

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

Continuing pharmacy education as requested in Section 4729.12 of Ohio Revised Code & Sections 4729-7-01 to 4729-7-07, inclusive of Ohio Administrative Code.

UNUSUAL WORKING CONDITIONS:

May be required to come in to facility after working hours to get required medication.

JOB TITLE

Pharmacy Technician

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

Assists in filling orders for prescription drugs & pharmaceutical supplies under personal supervision of pharmacist (e.g., enters medication orders & refill requests into pharmacy computer system for pharmacist's review; operates computer &/or automated drug distribution system; counts dosages of medications & fills containers; labels containers & assists in pre-packaging operations) or assists with outsourced pharmacy services under the personal supervision of a nurse, pharmacist or prescriber (e.g., checks in pharmacy orders verifying against packing invoice; distributes dispensed prescriptions & self-carry medications; sends new & refill prescriptions to pharmacy).

Maintains related records & files (e.g., running record of drugs issued; patient's medication profile), prepares communications & reports (e.g., number of orders filled per day) & updates profiles.

Assists in inventory control of any medication area (e.g., prepares supply orders; receives written medication orders & checks for accuracy; maintains inventory records; rotates stock; checks for expired medications; assists in destruction of non-controlled drugs; cleans & stocks shelves; operates motor vehicle to deliver medications to appropriate areas; answers telephone; assists with transport of medications).

MAJOR WORKER CHARACTERISTICS

Knowledge of pharmacy terminology; basic drug information*; quality control procedures; state & federal laws, rules & regulations regarding duties of qualified pharmacy technician, prescription or drug order processing procedures, drug record keeping requirements*, patient confidentiality, security requirements & storage requirements;. Skill in computer operation & keyboarding; operation of pharmacy equipment (e.g., packaging machine, fax, printer)*. Ability to add, subtract, multiply & divide whole numbers & calculate fractions; deal with problems involving several variables within familiar context; sort items into categories according to established methods; maintain accurate records; cooperate with co-workers on group projects; read short sentences with concrete vocabulary; lift up to 20 pounds.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Pursuant to 4729.42 Ohio Revised Code:

1. Must be eighteen years of age or older;
2. Possess a high school diploma or a certificate of high school equivalence or was employed prior to April 8, 2009 as a pharmacy technician without a high school diploma or certificate of high school equivalence;
3. Passage of an examination approved by the Ohio state board of pharmacy to determine a person's competency to perform services as a qualified pharmacy technician.
4. All applicants must submit to a criminal records check in accordance with section 4776.02 of the Ohio Revised Code. An applicant who has been convicted of or pleaded guilty to any felony in this state, any other state or the United States shall be automatically disqualified from selection.

Note: If position involves operating motor vehicle to transport medications, a valid driver's license is required.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May work varying hours or shifts.

CLASS TITLE:	_____	_____
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Phlebotomist

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.)

Interviews potential blood donors to secure medical history, determines acceptability of donor, takes blood pressure, prepares donor & phlebotomy area for blood collection, performs venipuncture to collect blood donation according to established procedures & properly labels blood donation or performs venipuncture on residents/patients/consumers &/or employees to collect blood specimens as requested by medical staff, labels & centrifuges specimens into separate specimens & prepares specimens for transport to outside laboratory site (e.g., labels tubes with appropriate identification; transfers specimens to transfer tubes; delivers transport container to loading site).

Monitors donors for reaction following donation; sterilizes & cleans equipment & disposes of supplies used during venipuncture according to specified precautions; maintains supplies; prepares daily log of testing, received reports & testing sent to outside laboratory sites; files all reports received; reviews reports & delivers to proper medical area; answers or places calls concerning status/results of tests; sets up equipment daily & prepares slides for tests differentials; prepares urine specimens for transport for outside testing.

MAJOR WORKER CHARACTERISTICS:

Knowledge of medical terminology, blood bank policies & procedures concerning acceptability of blood donations, venipuncture & disposal of materials used during venipuncture*. Skill in use of sphygmomanometer & venipuncture. Ability to interview potential blood donors & determine acceptability; gather, collate & classify medical history data; establish & maintain good rapport with donors.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 mos. trg. or 6 mos. exp. in collecting medical data from persons, determining acceptability of potential blood donors, reading blood pressure & venipuncture or venipuncture/phlebotomy.

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to persons with communicable diseases.

JOB TITLE

Licensed Physical Therapist

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

Evaluates claimants/clients by administering tests & measurements (e.g., range of motion, gait & functional analysis, neurological) to determine individual rehabilitation program needs, provides or oversees on-going assessment of claimant's/client's rehabilitation, prepares, transmits & maintains measurement & assessment records & reports tests, assessments & measurements to interdisciplinary teams as requested.

Participates in writing & presentation of individual claimant/client treatment plans to include formulating goals & planning appropriate physical therapy treatment, plans periodic reassessment of claimant/client progress & revises plan as necessary.

Participates in on-going continuing education & in-service training, in research projects & program development & in training of pre-clinical & clinical physical therapy students & physical therapy assistant students & licensed physical therapy assistants & therapy aides.

Major Worker Characteristics: Knowledge of basic sciences, clinical sciences & physical therapy theory & procedures, methods, tests & measurements; physical therapy safety practices; employee training & development*. Skill in using physical therapy equipment & machines. Ability to define problems, collect data, establish facts & draw valid conclusions; write meaningful, concise & accurate reports; read technical literature of complex & abstract nature; stand, walk, bend continuously; lift more than 50 lbs.

Minimum Class Qualifications For Employment: Current State of Ohio licensure as physical therapist per Sections 4755.42, 4755.43 & 4755.44 of Revised Code; 1 course or 3 mos. exp. in technical report writing.

Training and Development Required To Remain In the Classification After Employment:

Biennial renewal of licensure as physical therapist.

Unusual Working Conditions: May be exposed to unpredictable client/claimant behavior, to illnesses &/or to contagious diseases.

JOB TITLE

Licensed Physical Therapy Assistant

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

Assists in provision of physical therapy treatments under supervision of licensed physical therapist (e.g., applies & uses heat, cold, light, sound, water & massage).

Performs standard tests & measurements (e.g., R.O.M., manual muscle, joint motion) & periodically assists licensed physical therapist in performing more complex evaluations & treatments.

Prepares claimants/clients for treatment (e.g., transportation to & from facility, instruction on techniques & proper use of equipment & facilities, adjustment of orthotics, prosthesis & ambulation aids).

Observes & records patient measurements, test results, observations & evaluations, prepares periodic reports of claimants/clients treatments & assessments & assists in preparing unit reports (e.g., statistical summaries, treatment schedules, research projects).

Major Worker Characteristics: Knowledge of basic sciences, clinical sciences & physical therapy theory, principles & procedures; safety practices in use of equipment & machines. Skill in using physical therapy equipment & machines. Ability to deal with problems involving several variables within familiar context; write routine letters, evaluations, records following standard procedures; stand, walk, bend continuously; lift more than 50 lbs.

Minimum Class Qualifications For Employment: Current State of Ohio licensure as physical therapy assistant per Sections 4755.42, 4755.43 & 4755.44 of Revised Code.

Training and Development Required To Remain In the Classification After Employment:

Biennial renewal of licensure as physical therapy assistant.

Unusual Working Conditions: May be exposed to unpredictable client/claimant behavior, to illnesses &/or to contagious diseases.

CLASS TITLE	_____	_____
Physician		

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

Performs routine & emergency medical care of non-specialized nature to patients or inmates in state facilities (i.e., examines, diagnoses & treats patients & monitors progress, inoculates or vaccinates against communicable diseases, prescribes medication & prescribes or administers treatment for acute & chronically ill patients & performs minor surgery), or performs routine physical examinations of clients or employees to determine medical condition for claims purposes or to determine suitability for employment.

Attends professional meetings, work conferences &/or interdisciplinary team meetings to participate in development of total quality care plan for patients or inmates, consults with other physicians & determines need for specialized care or treatment, acts as consultant to other professionals (e.g., social workers, psychiatrists, psychologists) & instructs nursing, technical & para-professional staff.

Writes medical evaluations & reports, admission, discharge & death summaries; interprets & analyzes laboratory reports & findings & writes summary; maintains written account of patient progress; writes orders & instructions to nursing & support staff.

MAJOR WORKER CHARACTERISTICS:

Knowledge of English; anatomy; physiology; medicine; psychology. Skill in administering treatments & medication. Ability to deal with many variables & determine specific course of action; interpret extensive variety of technical material in medical journals; handle sensitive contacts with persons who are ill.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate to practice medicine issued by State Medical Board, pursuant to Section 4731.14 of Revised Code & certificate of registration issued by State Medical Board, pursuant to Section 4731.281 of Revised Code or limited registration with subsequent application for next available biennial medical state board examination (i.e., Federation Licensing Examination) to test for limited certificate per Section 4731.292 of Revised Code as it applies for foreign medical graduates.

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

Biannual renewal with 100 hrs. of continuing education. Foreign medical graduates may only take the FLEX twice, two failures result in removal from position & graduates must take the tests as soon as they occur. After 2 yrs. of experience foreign medical graduates who have passed their FLEX & have received a limited certificate will receive full licensure.

UNUSUAL WORKING CONDITIONS:

Exposed to infectious diseases & violent patients; on call 24 hours, 7 days per week.

CLASS TITLE

Physician Administrator 2

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

Directs delivery of medical/health care services to consumers, inmates or residents in medium-sized institution/development center or clinic or in assigned section of large clinic;

OR

Directs activities of central clinical laboratory to ensure quality service & compliance with accreditation standards;

OR

In Ohio Department of Health, directs systems for children with special health care needs & all medical policies related to their diagnosis & treatment;

OR

In Ohio Department of Health, acts as medical director for bureau of infectious disease control, assists bureau/division chief in defining parameters for surveillance of infectious diseases statewide, directs development of methods, design & evaluation of data to ascertain spread of infectious diseases & directs activities of staff;

OR

In Ohio Department of Health, administers infectious disease control investigation section;

&

In addition to one of previous options, supervises lower-level medical &/or medical support personnel or health/human services program administrators & health care professionals/support staff or health care professionals/support staff;

OR

Formulates medical policy on behalf of agency director & responsibly directs implementation thereof.

Provides direct medical or psychiatric care or clinical laboratory services in most complex cases (e.g., administers comprehensive physical, psychiatric &/or neurological examinations, diagnoses & treats patients or conducts most difficult lab tests); handles special cases for training & demonstration purposes; assists in coordinating public health problems which involve more than one area of assigned division; acts as medical supervisor when investigations of disease outbreaks or other medical conditions occur as directed & assists medical director of bureau of infectious diseases in evaluating infectious disease conditions; oversees medical aspects of development of maternal & child health services block grant & oversees development of resource allocation proposals or other grants; provides for medical consultation to all programs in division of child & family health services, establishes program policies & standards of care for program areas services mothers & children with bureau/division chief, participates in comprehensive planning of statewide services to women, infants & children, provides medical expertise & leadership in the implementation development of public health policy & programs related to families & children to ensure access to quality reproductive & infant health care & works with program staff & conduct analysis of programs & to identify need for new programs.

Prepares & delivers lectures for subordinate medical staff in assigned areas; provides consultative services to other agencies & other physicians; attends & conducts staff meeting &/or cases conferences; represents division/agency at national, state & local meetings/conferences; acts as liaison with center for disease control; testifies at federal & state legislative hearing; addresses public, special interest groups &/or media on issues related to assigned area.

Writes medical evaluations & reports, completes &/or oversees completion of admission, discharge & death summaries; interprets & analyzes laboratory reports & findings; writes summary & maintains written account of patient progress; directs preparation of technical information materials & continuing education seminars; maintains clinical competency; provides programmatic information to advocacy groups; participates as member of administrative staff in development of overall goals, objectives, standards, policies & guidelines for assigned programs.

MAJOR WORKER CHARACTERISTICS:

Not applicable.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate to practice medicine in state of Ohio as issued by State Medical Board pursuant to Section 4731.14 & 4731.281 of Revised Code.

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to infectious disease & dangerous patients; on call 24 hrs., 7 days per week.

CLASS TITLE

Physician Administrator 3

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

Plans, coordinates & directs clinic operation in state institution including delivery of medical services to clients, ensures maximum efficiency of operation & quality of services; or in Ohio Department of Health, acts as chief of large statewide multi-program area (i.e., division of family & community health services, division of prevention, division of quality assurance or other division involving two or more sub-divisions) & plans, coordinates & directs division operations; or acts as assistant director in Ohio Department of Health & assists in defining agency goals & objectives, formulates policies, procedures & administrative rules necessary for efficient management & operation of department & directs operations of major division & acts on behalf of & represents director in his/her absence; or in Ohio Bureau of Workers' Compensation, plans coordinates & directs medical services for operations division, (e.g., claims, medical/rehabilitation services), serves as medical consultant for claims, medical/rehabilitation services to ensure maximum efficiency of operation & quality of services, coordinates & acts as advisor (e.g., determines appropriateness of claimant treatment, tests & procedures) over statewide programs (e.g., statewide disability evaluation system & lessening disability) & acts as medical director over contract physicians; or acts as medical director for assigned agency by establishing policies & procedures for all medical services to be consistent with governing regulations (e.g., ICF/MR), advising director, institution superintendents & other officials on relevant medical issues, formulating recommendations & plan to improve delivery & quality of integrated medical service system at each institution /developmental center under assigned department's jurisdiction as requested & providing functional supervision to medical director of each institution/developmental center under assigned department's jurisdiction.

Supervises medical & non-medical clinic personnel including department heads or division supervisor & management personnel &/or medical support personnel.

Develops policies & procedures for assigned areas & ensures compliance with federal & state laws & rules; prepares &/or oversees preparation of budget & necessary reports; reviews & approves complex rehabilitation plans by private providers; develops & implements peer review & quality assurance system to respond to problem areas in institutions/developmental centers; assesses capabilities, strengths & weaknesses of each institutional/developmental center's medical department requested.

Provides administrative support to superintendent, agency administrator or chief claims officer; acts as liaison officer between superintendent or administrator in his/her absence as assigned; provides consultation where medical assistance is needed; assists with implementation of plan for medical services in institutions/developmental centers.

Participates on various committees to discuss goals & objectives & to integrate unit functions (e.g., executive committee, pharmacy & therapeutics committee, health services advisory committee, labor/management committee); acts as consultant in institution with court for medico legal decisions; reviews & evaluates/consumers; reviews specific medical services.

Advises, teaches & participates in educational programs, assesses training needs implements or assists in implementation of training program.

MAJOR WORKER CHARACTERISTICS:

Not applicable.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate to practice medicine as issued by State Medical Board pursuant to Sections 4731.14 & 4731.281 of Revised Code.

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

JOB TITLE

Physician Assistant

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.)

Under supervision & control of licensed physician:

1. Creates & implements patient care plan & performs advanced medical duties within boundaries of licensure:
 - a. Monitors progress of patients & intervenes in the course of chronic illnesses using agency policies & protocols for guidance.
 - b. Performs routine physical examinations of patients to determine control or status of chronic conditions & diagnose new conditions.
 - c. Evaluates acute & chronically ill patients & prescribes medications or administers treatment of acute & chronically ill patients.
 - d. Performs minor surgery as training & competency allows.
 - e. Evaluates necessity for referral consultations inside or outside the institution.
 - f. Orders & reviews results of laboratory, x-ray & other diagnostic testing.
 - g. Inoculates or vaccinates patients against communicable diseases.
 - h. Interviews patients & assists in performing examinations & treatment (e.g., surgery, psychotherapy), assists on rounds, notes progress of patients during therapy & examinations & makes recommendations for changes in treatment plan.
2. Maintains required medical records:
 - a. Documents medical information gathered during patient interviews according to agency guidelines, policies, protocols & agency-professionally accredited standards.
 - b. Documents assessments & diagnostic impressions including treatment plans & follow up parameters.
 - c. Cooperates monthly with institutional, facility and/or correctional setting physician administrator or agency equivalent for medical quality oversight.
 - d. Reviews medical records (e.g., admission & discharge summaries) to assist in development of treatment plans; checks patients' charts for changes in condition, signs of illness & errors; takes patients' history & writes medical reports; makes notes for physician.
3. Provides clinical direction to registered nurses, licensed practical nurses, phlebotomists & other caregivers.
4. Participates in professional & agency committees & meetings:
 - a. Attends professional meetings as assigned.
 - b. Participates in continuous quality improvement measures & attends meetings per policy
 - c. Attends medical meetings per privileging or policy requirements.
 - d. Serves as resource for patients & families utilizing areas of clinical expertise & provides advice regarding health maintenance & promotion & identifies health risk factors.
 - e. Attends in-services &/ or other continuing education offerings relative to growth & development as physician assistant.

MAJOR WORKER CHARACTERISTICS:

Knowledge of medicine; English; psychology; medical terminology. Ability to write & understand technical material; define problems, collect & analyze data & draw valid conclusions; interview consumers.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate of registration as physician's assistant issued by State Medical Board per Section 4730.03 & 4730.04 of Ohio Revised Code and have valid certificate to prescribe in accordance with ORC 4730.44.

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

Must obtain Drug Enforcement Agency (DEA) license within first six months of employment. Training in general medical procedures & courses in specialized aspects of medicine; annual renewal of license.

UNUSUAL WORKING CONDITIONS:

Exposed to dangerous patients; exposed to infectious diseases; may work rotating shifts to include evenings, weekends and holidays.

POSITION TITLE:

Physician Assistant – Mental Health

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

Under supervision & control of licensed physician: Creates & implements patient care plan & performs advanced medical duties within boundaries of licensure: Monitors progress of patients & intervenes in the course of chronic illnesses using agency policies & protocols for guidance. Performs routine physical examinations of patients to determine control or status of chronic conditions & diagnose new conditions. Evaluates acute & chronically ill patients & prescribes medications or administers treatment of acute & chronically ill patients. Performs minor surgery as training & competency allows. Evaluates necessity for referral consultations inside or outside the institution. Orders & reviews results of laboratory, x-ray & other diagnostic testing. g. Inoculates or vaccinates patients against communicable diseases. Interviews patients & assists in performing examinations & treatment (e.g., surgery, psychotherapy), assists on rounds, notes progress of patients during therapy & examinations & makes recommendations for changes in treatment plan.

Maintains required medical records: Documents medical information gathered during patient interviews according to agency guidelines, policies, protocols & agency-professionally accredited standards. Documents assessments & diagnostic impressions including treatment plans & follow up parameters. Cooperates monthly with institutional, facility and/or correctional setting physician administrator or agency equivalent for medical quality oversight. Reviews medical records (e.g., admission & discharge summaries) to assist in development of treatment plans; checks patients' charts for changes in condition, signs of illness & errors; takes patients' history & writes medical reports; makes notes for physician. Provides clinical direction to registered nurses, licensed practical nurses, phlebotomists & other caregivers. Participates in professional & agency committees & meetings: Attends professional meetings as assigned. Participates in continuous quality improvement measures & attends meetings per policy c. Attends medical meetings per privileging or policy requirements. Serves as resource for patients & families utilizing areas of clinical expertise & provides advice regarding health maintenance & promotion & identifies health risk factors. Attends in-services &/ or other continuing education offerings relative to growth & development as physician assistant.

MINIMUM QUALIFICATIONS FOR EMPLOYMENT:

Certificate of registration as physician's assistant issued by State Medical Board per Section 4730.03 & 4730.04 of Ohio Revised Code and have valid certificate to prescribe in accordance with ORC 4730.44.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN CLASSIFICATION AFTER EMPLOYMENT:

Must obtain Drug Enforcement Agency (DEA) license within first six months of employment. Training in general medical procedures & courses in specialized aspects of medicine; annual renewal of license.

UNUSUAL WORKING CONDITIONS:

Exposed to dangerous patients; exposed to infectious diseases; may work rotating shifts to include evenings, weekends and holidays.

POSITION TITLE:

Physician On-Call Services

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

Performs routine & emergency medical care of non-specialized nature to patients or inmates in state facilities (i.e., examines, diagnoses & treats patients & monitors progress, inoculates or vaccinates against communicable diseases, prescribes medication & prescribes or administers treatment for acute & chronically ill patients & performs minor surgery), or performs routine physical examinations of clients or employees to determine medical condition for claims purposes or to determine suitability for employment. Attends professional meetings, work conferences &/or interdisciplinary team meetings to participate in development of total quality care plan for patients or inmates, consults with other physicians & determines need for specialized care or treatment, acts as consultant to other professionals (e.g., social workers, psychiatrists, psychologists) & instructs nursing, technical & para-professional staff. Writes medical evaluations & reports, admission, discharge & death summaries; interprets & analyzes laboratory reports & findings & writes summary; maintains written account of patient progress; writes orders & instructions to nursing & support staff.

MAJOR WORKER CHARACTERISTICS: Knowledge of English; anatomy; physiology; medicine; psychology. Skill in administering treatments & medication. Ability to deal with many variables & determine specific course of action; interpret extensive variety of technical material in medical journals; handle sensitive contacts with persons who are ill.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT: Certificate to practice medicine issued by State Medical Board, pursuant to Section 4731.14 of Revised Code & certificate of registration issued by State Medical Board, pursuant to Section 4731.281 of Revised Code or limited registration with subsequent application for next available biennial medical state board examination (i.e., Federation Licensing Examination) to test for limited certificate per Section 4731.292 of Revised Code as it applies for foreign medical graduates.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT: Biannual renewal with 100 hrs. of continuing education. Foreign medical graduates may only take the FLEX twice, two failures result in removal from position & graduates must take the tests as soon as they occur. After 2 yrs. of experience foreign medical graduates who have passed their FLEX & have received a limited certificate will receive full licensure.

UNUSUAL WORKING CONDITIONS: Exposed to infectious diseases & violent patients; on call 24 hours, 7 days per week.

ON-CALL SERVICES

The provider must provide on-call consultation services, and "after hours coverage". The provider will be responsible for on-call duties and must respond to telephone calls and/or pages within fifteen minutes of the original call. The Provider must respond to calls from designated Agency staff. The Provider must be available at all times specified by the Agency, by pager and/or telephone, inclusive of all holidays and weekends, if requested.

If the Provider, as a result of the call, must go into the Agency facility, the on-call fee would stop at the arrival time of the Provider at the facility and the Provider will be compensated the standard hourly rate, until they leave the facility, at which time the Provider would return to the on-call rate.

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

Participates in residency, internship or fellowship program accredited by State Medical Board & performs only those duties prescribed by or incidental to residency, internship or fellowship program (e.g., evaluates & treats medical needs of patients as assigned; attends & participates in medical meetings; participates in educational programs for employees).

MAJOR WORKER CHARACTERISTICS:

Knowledge of anatomy, physiology; medicine; English; psychology. Skill in administering medicine & treatments. Ability to deal with many variables & determine specific course of action; interpret extensive variety of technical material in medical journals; handle sensitive contacts with consumers.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Temporary certificate to practice medicine or osteopathic medicine & surgery as issued by State Medical Board _____, or possession of degree of doctor of medicine or degree of osteopathic medicine & surgery, per Section 4731.291 of Revised Code. Applicants who have completed 1 yr. of an approved psychiatric residency program may be hired at Step 2. Applicants who have completed 2 yrs. of an approved psychiatric residency program may be hired at Step 3.

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

Annual renewal of temporary certificate.

UNUSUAL WORKING CONDITIONS:

Exposed to infectious diseases.

CLASS TITLE	_____	_____
Physician Specialist		

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

Provides comprehensive medical care to patients or inmates in state facilities in limited medical specialty area (i.e., allergy & immunology; cardiology; dermatology; endocrinology/metabology; gastroenterology; gerontology; obstetrics/gynecology; hematology; internal medicine; nephrology; neurology; oncology; ophthalmology; orthopedics; otology; otorhinolaryngology [i.e., ear, nose & throat]; pathology; pediatrics; pulmonary diseases; rheumatology; surgery; urology; or other area designated specialty by State Medical Board) & performs specialized tests & examinations of patients to diagnose complex & problem cases & ailments.

Interprets & analyzes findings from specialized diagnostic procedures & tests & treats patients.

Monitors & instructs medical support staff, medical students & resident physicians in specialized areas & care of patients.

Acts as consultant to other physicians, hospitals & agencies & provides specialized opinion & diagnosis of referred patients; develops & conducts programs & seminars; conducts case conferences.

Completes reports of findings, medical evaluations & reports; maintains written accounts of patient progress; writes instructions to nursing & support staff.

MAJOR WORKER CHARACTERISTICS:

Knowledge of English; anatomy; physiology; medicine; psychology. Skill in administering treatments & medication. Ability to deal with many variables & determine specific course of action; interpret extensive variety of technical material in medical journals; handle sensitive contacts with persons who are ill.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate to practice medicine issued by State Medical Board, pursuant to Section 4731.14 of Revised Code & certificate of registration issued by State Medical Board, pursuant to Section 4731.281 of Revised Code or limited registration with subsequent application for next available biennial medical state board examination (i.e., Federation Licensing Examination) to test for limited certificate per Section 4731.292 of Revised Code as it applies for foreign medical graduates.

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

Biannual renewal with 100 hrs. of continuing education. Foreign medical graduates may only take the FLEX twice, two failures result in removal from position & graduates must take the tests as soon as they occur. After 2 yrs. of experience foreign medical graduates who have passed their FLEX & have received a limited certificate will receive full licensure.

UNUSUAL WORKING CONDITIONS:

Exposed to infectious diseases, violent patients; on call 24 hours, 7 days per week.

CLASS TITLE	_____	_____
Pediatric Physician Specialist	_____	_____

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

Provides comprehensive medical care to patients or inmates in state facilities in limited medical specialty area (i.e., pediatrics) & performs specialized tests & examinations of patients to diagnose complex & problem cases & ailments.

Interprets & analyzes findings from specialized diagnostic procedures & tests & treats patients.

Monitors & instructs medical support staff, medical students & resident physicians in specialized areas & care of patients.

Acts as consultant to other physicians, hospitals & agencies & provides specialized opinion & diagnosis of referred patients; develops & conducts programs & seminars; conducts case conferences.

Completes reports of findings, medical evaluations & reports; maintains written accounts of patient progress; writes instructions to nursing & support staff.

MAJOR WORKER CHARACTERISTICS:

Knowledge of English; anatomy; physiology; medicine; psychology. Skill in administering treatments & medication. Ability to deal with many variables & determine specific course of action; interpret extensive variety of technical material in medical journals; handle sensitive contacts with persons who are ill.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate to practice medicine issued by State Medical Board, pursuant to Section 4731.14 of Revised Code & certificate of registration issued by State Medical Board, pursuant to Section 4731.281 of Revised Code or limited registration with subsequent application for next available biennial medical state board examination (i.e., Federation Licensing Examination) to test for limited certificate per Section 4731.292 of Revised Code as it applies for foreign medical graduates.

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

Biannual renewal with 100 hrs. of continuing education. Foreign medical graduates may only take the FLEX twice, two failures result in removal from position & graduates must take the tests as soon as they occur. After 2 yrs. of experience foreign medical graduates who have passed their FLEX & have received a limited certificate will receive full licensure.

UNUSUAL WORKING CONDITIONS:

Exposed to infectious diseases, violent patients; on call 24 hours, 7 days per week.

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Examines, evaluates, tests & diagnoses medical illness & behavioral dysfunctions of consumers with psychiatric illness & performs medical examinations & interprets findings.

Monitors activities of medical, nursing & treatment staff in providing care to consumers; makes daily rounds to monitor consumers' reactions to treatment & reviews charts to ensure that treatments are followed.

Prepares & writes progress notes, medical reports & correspondence; interprets & analyzes findings from diagnostic procedures & tests; participates in staff & treatment team meetings & seminars.

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Knowledge of English; anatomy; physiology; medicine; psychology. Skill in administering treatments & medications. Ability to deal with many variables & determine specific course of action; interprets extensive variety of technical material in medical journals; handles sensitive contacts with persons who are ill.

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Certificate to practice medicine pursuant to Section 4731.13 of Revised Code; enrollment in State Medical Board approved 3 yr. psychiatric residency program or 5 yrs. exp. as licensed physician administering medical care to patients with psychiatric illnesses under guidance of licensed psychiatrist.

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Upon successful completion of psychiatric residency program, employee should be reassigned to Psychiatrist, 65371; biannual renewal & 100 hrs. continuing education.

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Exposed to violent patients & infectious diseases; on call 24 hours, 7 days per week.

CLASS TITLE:	_____	_____
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Podiatrist

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.)

Examines, diagnoses, evaluates & treats acute & chronic ailments of feet (e.g., sprains, tumors, ulcerations, nail diseases, stress fractures, pes cavus, pes planus, luxations, infections, congenital deformities; nail avulsion, incision & drainage of abscesses, paronychia & felonias; dermatological abnormalities, vascular abnormalities, neurological defects, muscular-skeletal deformities & biochemical abnormalities; infectious &/or fungal diseases) by administering & prescribing podiatric treatment (e.g., palliative reduction, surgery, orthopedic methods, topical medications, antibiotics & corrective or therapeutic shoes); treats acute & chronic ailments of feet; orders non-formulary drugs, X-rays & radiological evaluations & other diagnostic tests; performs onsite treatments & minor surgery; administers anesthesia, assesses patient condition to include diabetes, poor immune systems, hygiene & ulceration & determines appropriate therapy to include prescription of antibiotics, topical steroids, topical anti-fungal, dressings, injections & minor surgery, orders X-rays & reviews X-ray reports from radiologist & recommends appropriate treatment (e.g., casting boots, post operation surgical shoes &/or ankle/foot orthodontics) & collaborates with other physicians, registered nurses, social workers & medical director in development & implementation of treatments plans.

Plans, directs & implements preventative medicine programs of consumer care for podiatry clinics & foot hygiene, monitors podiatry budgets, plans, coordinates & schedules treatments for podiatry treatment area; writes & updates medical reports for consumers treated; charts consumers' progress & prescribes medication; maintains appointments & teaching schedules; maintains inventory of supplies & medications; explains, interprets & enforces policy & methods regarding infectious disease, (i.e., OSHA, HIPPA, TCAWO regulations); consults with physicians, psychiatrists, treatment team members, psychologists, & medical director regarding treatment & preventative medical treatment & desired hygiene; treats patients referred by internal medicine, clinic staff or direct patient request.

Coordinates preventative medicine to prevent amputation or possible loss of life; trains nurses on dressing foot wounds; develops course material in accordance with curriculum requirements; instructs, communicates with & serves as lead worker to registered nurses, licensed practical nurses & therapeutic program workers regarding effectiveness, frequency & duration of treatment such as changing dressing, medication & hygiene.

MAJOR WORKER CHARACTERISTICS:

Knowledge of podiatric medicine; federal & state laws, rules & regulations governing practice of podiatry; technical writing; employee training & development; Skill in use of scalpel & hand drill, dermal & nail nippers. Ability to handle sensitive contacts with mentally ill patients, deal with many variables & determine specific course of action; comprehend & discuss highly specialized material; gather, collate & classify information about data, people or things; develop good rapport with patients; develop complex reports & position papers; use research methods in gathering data; demonstrate manual dexterity in finger & hands in use of scalpel & hand drill, dermal & nail clippers.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate to practice podiatry, per Section 4731.56 of Revised Code.

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

Biannual renewal of license with required 100 hours of continuing education.

UNUSUAL WORKING CONDITIONS:

Exposed to infectious diseases (e.g., AIDS/HIV positive, TB, Syphilis), accidental needle sticks, blood splattering, scalpel mishandling; exposed to inhalation of fungal debris when debreading infected nails; exposed to violent & loud patients; works rotating shifts; on-call weekends & evenings; exposed to confined work areas; exposed to risk of accidental needle sticks; exposed to stress of patients who wander into treatment areas; exposed to extremely poor hygiene/odors/body fluids of patients in an institutional setting.

POSITION TITLE:

Professional Conduct Hearing Officer

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.)

Serve as Hearing Officer for disciplinary actions involving licensed educators. Preside over administrative hearings and issue written reports and recommendations, with an executive summary, to the State Board of Education. Must demonstrate the ability to make professional judgements on legal issues and in a timely and efficient manner. Administrative proceedings are conducted in accordance with the Ohio Revised Code Chapter 119. Majority of the in-person hearing will be held in Columbus, Ohio in collaboration with the State Board of Education.

In addition the Hearing Officers also agree to provide services to the State as a hearing officer in administrative hearings before the State Board of Education in cases involving the potential revocation, suspension, limitation or denial of teaching certificates and or licenses.

Upon conclusion of each administrative hearing, the hearing officer must complete in detail and issue written reports and recommendations, with an executive summary.

And other various duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of legal & adjudicative hearing practices & procedures, research methods, federal & state laws, rules, regulations & court decisions *;interviewing; public relations. Skill in operation of personal computer & software (e.g., mainframe & desktop databases; spreadsheets; word processing)* & office equipment (e.g., tape recorder, photocopier, speaker/conference telephone, facsimile machine, electronic calculator & teleconference/telecommunication equipment)*. Ability to research, interpret & apply technical material, federal & state statutes, rules, regulations & procedures; access & research information on internet; write recommended hearing decision consistent with findings of fact; handle sensitive inquiries from & contacts with attorneys, witnesses, appellants, hearing participants, government officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Must be licensed to practice law in Ohio (Admission to Ohio Bar pursuant to Section 4705.01 of the Ohio Revised Code).

Three or more years of experience conducting Chapter 119 Hearings or equivalent experience presiding over professional disciplinary actions.

Knowledge and understanding of State and Federal Education Laws.

Willingness to attend training administered by ODE

Ability to issue timely decisions

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

Must attend training administered by the Agency.

UNUSUAL WORKING CONDITIONS:

May require travel to various school districts within Ohio. Travel expenditures will not be covered by Ohio Department of Education.

CLASS TITLE

Psychiatric Attendant

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

Provides on-ward security functions over forensic patients or residents of secure-care areas of mental health institution (e.g., provides on-ward surveillance in regards to safety & security; escorts patients to & from off-ward activities or appointments such as meals, dentist, laboratory, work details, recreational & therapeutic activities; investigates patient misbehavior; observes & monitors patient behavior such as during meals; intervenes during crisis behavior to prevent self-injury or injury to others such as by applying restraints or assisting nursing staff in subduing or secluding violent patients; monitors patients in seclusion; searches patient clothing, individual rooms & ward living area for dangerous objects, contraband or unusual room conditions; prevents patient escapes). In the Department of Mental Health this class is only used in the Timothy B. Moritz Forensic Unit at Twin Valley Behavioral Healthcare.

Provides direct care, treatment &/or programs to forensic patients & promotes activities, on & off-ward, through participation, interaction &/or involvement with patients (e.g., attends to personal hygiene & grooming needs by monitoring & instructing treatment programs such as hygiene, clothing care, room maintenance & social dining programs; encourages independent functioning in same; monitors &/or instructs or assists patients in washing clothes; conducts one-to-one sessions with patients to discuss problems or concerns; provides adequate clothing; serves meal trays; assists in administering treatments as directed by LPN or RN; prepares patients to attend psychiatric or medical treatment; bathes, shaves, feeds &/or dresses patients who are unable to perform same; leads patients in recreational activities) & assists co-workers in maintaining sanitary living conditions by performing general housekeeping duties (e.g., cleans floors, picks up trash, bags laundry).

Prepares reports &/or documentation regarding patient & unit activities (e.g., documents significant, unusual or appropriate patient behavior in progress notes as dictated by individual treatment plans; completes restraint/seclusion, daily ward log, daily shift change & incident reports; completes work orders; orders & stocks patient clothing & cleaning supplies; prepares patient movement reports; keeps unit communication logs updated; documents crisis interventions).

Attends in-service training programs; attends & participates in interdisciplinary team meetings; attends weekly staff meetings.

Responds to patient needs in emergency situations (e.g., fires or riots).

MAJOR WORKER CHARACTERISTICS:

Knowledge of agency & hospital policies & procedures related to forensic client/patient care*; ward security for forensic patients*; client custodial care*; addition & subtraction. Ability to recognize unusual or threatening conditions & take appropriate action; deal with problems involving several variables within familiar context; read short sentences with concrete vocabulary.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition & subtraction & in reading & writing common English vocabulary. (Pursuant to a Federal Court Order, individual hired into this class at Oakwood Forensic Center must be high school graduate or G.E.D.)

-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 unpredictable patient behavior; works shifts, weekends & holidays; exposed to communicable diseases; work is confined to secured area.

CLASS TITLE

Psychiatric Attendant Coordinator

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

Acts as lead worker (e.g., provides work direction, training) over lower-level psychiatric attendants & is responsible for safety/security of both patients & employees assigned to forensic unit in secure-care areas (e.g., prevents escapes; searches patients for contraband; ensures & participates in completion of scheduled activities & implementation of direct care &/or daily living programming including proper bathing, shaving, clothing & environment care; ensures overall sanitation, comfort & housekeeping of area; monitors mealtime activities; observes general security & patient activity).

Prepares reports & documentation regarding patient & unit activities &/or ensures proper preparation & accumulation of same (e.g., patient responses to medication & treatment, patient movement & general behavior, unusual incidents, restraint/seclusion reports, daily ward logs & shift changes, work orders).

Participates as member of treatment team in developing & planning patient treatment plans & performs various job-related miscellaneous tasks (e.g., attends meetings or in-service training programs to maintain awareness of department & program policies & procedures & for other purposes; responds to patient needs during fires, riots or other internal/external disasters; monitors security of work area).

MAJOR WORKER CHARACTERISTICS:

Knowledge of agency & hospital policies & procedures related to forensic client/patient care; ward security for forensic patients; client custodial care; employee training and development*; addition & subtraction. Ability to recognize unusual or threatening conditions & take appropriate action; deal with problems involving several variables within familiar context; read short sentences with concrete vocabulary.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition & subtraction & in reading & writing common English vocabulary; 3 mos. trg. or 3 mos. exp. in agency & hospital policies & procedures relative to forensic patient care & security. (Pursuant to a Federal Court Order, individual hired into this class at Oakwood Forensic Center must be high school graduate or G.E.D.)

-Or 4 mos. exp. as Psychiatric Attendant, 44141.

-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 unpredictable patient behavior; works shifts, weekends & holidays; exposed to communicable diseases; work is confined to secure area.

JOB TITLE

Psychiatric/DD Nurse

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.)

Assesses & evaluates nursing & medical needs of patients who are institutionalized, initiates & directs implementation of nursing care plan, observes, evaluates & records patient behavior, condition & response to medication, treatments & therapeutic activities, coordinates clinical & medical appointments, provides professional nursing care (i.e., administers medications & treatments as ordered by physician, assists with physical examinations, takes & records vital signs), assists in feeding & grooming patients when needed, responsible for patient/family teaching & responds to emergencies.

Directs delivery of & evaluates psychiatric & nursing care of patients as delivered by lower-level professional & non-professional staff (e.g., LPNs, hospital aides, therapeutic program workers) on assigned shift, monitors LPN medication administration, documentation, patient care & operation of medical equipment & assists in orienting & training new nursing services employees.

Prepares & reviews records & reports (e.g., incidents, restraints/seclusions, nursing care plans, shift reports, transfers, admissions & discharges), updates nursing care plans, transcribes &/or verifies doctors' orders, writes & reviews treatment plans & writes nursing summaries.

Serves as interdisciplinary treatment team member, attends seminars, meetings & conferences & attends, conducts & participates in in-service training sessions/programs.

MAJOR WORKER CHARACTERISTICS:

Knowledge of professional nursing procedures; psychiatric or developmentally disabled nursing*; employee training & development*; state & federal regulations, policies & procedures as related to nursing; public relations*; counseling*. Skill in operation of medical equipment. Ability to deal with some abstract but mostly concrete variables; write meaningful, concise & accurate reports; demonstrate physical fitness.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Requires current license as registered professional nurse in state of Ohio as issued by Board of Nursing per Section 4723.03 of Revised Code.

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

Biennial renewal of licensure as registered nurse.

UNUSUAL WORKING CONDITIONS:

Works shifts, weekends & holidays; exposed to communicable diseases; exposed to unpredictable patient behavior; may require travel to community site under contract with Department of Mental Health.

JOB TITLE

Psychiatric/DD Nurse Coordinator

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

Provides clinical direction & acts as lead worker over lower-level registered nurses &/or nursing related & direct care staff (e.g., LPNs, activity therapists, general activity therapists &/or therapeutic program workers), directs delivery of & evaluates psychiatric nursing & medical nursing care of patients as delivered by lower-level professional & non-professional staff (e.g., RNs, LPNs, hospital aides, mental health technicians) for assigned unit or units, provides clinical direction to lower-level professional & non-professional staff & assists in orienting & training new employees.

Assesses & evaluates nursing & medical needs of patients who are institutionalized, initiates & directs implementation of nursing care plans, observes, evaluates & records patient behavior, condition & response to medication, treatments & therapeutic activities & recommends corrective action as needed, coordinates clinical & medical appointments, provides professional nursing care (i.e., administers medications & treatments as ordered by physician, assists with physical examinations, takes & records vital signs), assists in feeding & grooming patients when needed & responds to emergencies.

Prepares & reviews records & reports (e.g., incidents, restraints/seclusions, nursing care plans, shift reports, transfers, admissions & discharges), updates nursing care plans, transcribes &/or verifies doctors' orders, writes & reviews treatment plans & writes nursing summaries.

Serves as interdisciplinary treatment team member, attends, conducts & participates in in-service training sessions/programs, attends seminars, meetings & conferences & meets with & counsels patients & families of patients.

MAJOR WORKER CHARACTERISTICS:

Knowledge of professional nursing procedures; psychiatric or developmentally disabled nursing; employee training & development*; state & federal regulations, policies & procedures as related to nursing; counseling; public relations. Skill in operation of medical equipment. Ability to deal with some abstract but mostly concrete variables; write meaningful, concise & accurate reports; demonstrate physical fitness.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Requires current license as registered professional nurse in state of Ohio as issued by Board of Nursing per Section 4723.03 of Revised Code; 12 mos. exp. in psychiatric nursing or delivery of nursing services to persons with developmental disabilities; 1 course or 3 mos. exp. in counseling; 1 course or 3 mos. exp. in public relations.

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

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

Biennial renewal of licensure as registered nurse.

UNUSUAL WORKING CONDITIONS:

Works shifts, weekends & holidays; exposed to communicable diseases; exposed to unpredictable patient behavior.

JOB TITLE

Psychiatric/DD Nurse Supervisor

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.)

Coordinates nursing services for designated area on one or more assigned shifts, coordinates assessments, planning, evaluation & delivery of psychiatric nursing & medical nursing & evaluates care of patients/consumers, assists in planning nursing policies & procedures & monitors all nursing activities for designated area on one or more assigned shifts to ensure compliance, coordinates staffing schedule, authorizes overtime & serves as liaison between nursing/medical services & other disciplines & supervises all subordinate nursing personnel assigned to designated area on one or more assigned shifts & in some cases where there is no hospital aide supervisor on staff, also supervises all direct care staff (e.g., hospital aides, therapeutic program workers) assigned to designated area on one or more shifts, approves/disapproves leave requests, completes performance evaluations, recommends/ initiates disciplinary actions & counsels & advises staff.

Develops, schedules & monitors in-service training programs, attends meetings, workshops & seminars, serves as interdisciplinary team member & writes & reviews reports.

Provides professional nursing care to patients as needed, confers with physicians regarding patient care & responds to emergencies.

MAJOR WORKER CHARACTERISTICS:

Knowledge of professional nursing procedures; psychiatric or developmentally disabled nursing; employee training & development; supervisory principles/techniques*; management*; counseling; public relations; state & federal regulations, policies & procedures as related to nursing. Skill in operation of medical equipment. Ability to deal with some abstract but mostly concrete variables; write meaningful, concise & accurate reports; demonstrate physical fitness.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Requires current license as registered professional nurse in state of Ohio as issued by Board of Nursing per Section 4723.03 of Revised Code; 24 mos. exp. in psychiatric nursing or delivery of nursing services to persons with developmental disabilities; 3 mos. trg. or 3 mos. exp. in employee training & development; 3 courses or 9 mos. exp. in public relations; 3 courses or 9 mos. exp. in counseling.

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

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

Biennial renewal of licensure as registered nurse.

UNUSUAL WORKING CONDITIONS:

Works shifts, weekends & holidays; exposed to communicable diseases; exposed to unpredictable patient behavior.

CLASS TITLE	_____	_____
Psychiatrist		

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.)

Evaluates, examines, analyzes, diagnoses & treats consumers, prescribes medication & performs in -depth psychotherapy & counseling (e.g., psychoanalysis, behavior modification).

Monitors & coordinates professional & paraprofessional medical, nursing & direct care staff in areas related to psychiatric care; reviews consumer records for accuracy & completeness; recommends improvements in hospital staffing & organization.

Conducts & participates in lectures & seminars in psychiatry or related field for professional & paraprofessional health care staff.

MAJOR WORKER CHARACTERISTICS:

Knowledge of medicine; psychology; sociology; anatomy; physiology. Skill in administering medication. Ability to define problems, collect data, establish facts & draw valid conclusions; interpret extensive variety of technical material in books, journals & manuals; deal with many variables & determine specific course of action; handle sensitive contacts with persons under medical care.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate to practice medicine per Section 4731.13 of Revised Code; satisfactory completion of residency training program in psychiatry, as approved by the residency review committee of the American Medical Association, the committee on post-graduate education of the American Osteopathic Association or the American Osteopathic Board of Neurology & Psychiatry or has been recognized as a psychiatrist by the Ohio State Medical Association or the Ohio Osteopathic Association on the basis of formal training & 5 or more yrs. of medical practice limited to psychiatry per Section 5122.01(E) of Revised Code.

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

Biannual renewal of license with requirement of 100 hrs. of continuing education.

UNUSUAL WORKING CONDITIONS:

Exposed to dangerous patients & infectious diseases; may require travel to community site under contract with Department of Mental Health.

CLASS TITLE Psychiatrist On-Call Services	_____	_____
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JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Evaluates, examines, analyzes, diagnoses & treats consumers, prescribes medication & performs in -depth psychotherapy & counseling (e.g., psychoanalysis, behavior modification).

Monitors & coordinates professional & paraprofessional medical, nursing & direct care staff in areas related to psychiatric care; reviews consumer records for accuracy & completeness; recommends improvements in hospital staffing & organization.

Conducts & participates in lectures & seminars in psychiatry or related field for professional & paraprofessional health care staff.

MAJOR WORKER CHARACTERISTICS:

Knowledge of medicine; psychology; sociology; anatomy; physiology. Skill in administering medication. Ability to define problems, collect data, establish facts & draw valid conclusions; interpret extensive variety of technical material in books, journals & manuals; deal with many variables & determine specific course of action; handle sensitive contacts with persons under medical care.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate to practice medicine per Section 4731.13 of Revised Code; satisfactory completion of residency training program in psychiatry, as approved by the residency review committee of the American Medical Association, the committee on post-graduate education of the American Osteopathic Association or the American Osteopathic Board of Neurology & Psychiatry or has been recognized as a psychiatrist by the Ohio State Medical Association or the Ohio Osteopathic Association on the basis of formal training & 5 or more yrs. of medical practice limited to psychiatry per Section 5122.01(E) of Revised Code.

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

Biannual renewal of license with requirement of 100 hrs. of continuing education.

UNUSUAL WORKING CONDITIONS:

Exposed to dangerous patients & infectious diseases; may require travel to community site under contract with Department of Rehabilitation and Correction.

ON-CALL SERVICES

The Contractor must provide on-call, "after hours coverage" as part of the comprehensive services.

The physician responsible for on-call duties must respond to telephone calls or pages within fifteen minutes of the institution's original call. The Contractor agrees to respond to calls from ODRC medical, nursing and/or administrative staff. The Contractor will provide on-call physician consultation services during the term of this contract and is responsible for providing alternate coverage if the primary provider is unavailable.

The Contractor must be available at all times by pager and/or telephone, 7 days per week, 24 hour per day inclusive of all holidays and weekends.

If the Institution pages a physician, the physician shall return the call within 15 minutes of the institution's original call. If the Contractor uses multiple physicians to provide this service, the Contractor will provide a legible typed call schedule. The schedule shall include the name, telephone number, and pager number of the individual physicians and their exact times of coverage responsibility. The Contractor shall provide the Institution with call schedules five days before their effective date.

CLASS TITLE

Psychologist

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.)

Within scope of practice, provides psychological services to patients, residents, consumers, students &/or inmates, provides advice & consultation on psychological matters, (e.g., conducts psychological &/or neuro psychological evaluations/assessments, administers, scores & interprets psychological tests, reviews pre-admission or pre-treatment data, conducts interviews & writes evaluation reports & treatment plans, evaluates treatment plans developed & quality of service rendered by others & coordinates psychological services & programs, assists with program development & conducts research on psychological assessment & treatment) or does all of preceding & acts as lead worker over lower level psychological services staff.

Conducts individual & group counseling & psychotherapy (e.g., counsels on substance abuse, trauma, self injury, suicidal ideation, grief & loss, impulse control, family issues, health issues, inter-personal issues &/or criminal behavior), follows up on treatment & writes progress reports; conducts psychological evaluations &/or court order forensic evaluations (e.g., reviews patient's current chart, past hospital records, prosecution files, court entries & indictments, interviews direct care staff, individuals, guardians, family members, attorney's &/or case managers, conducts suicide risk assessments (e.g., participates in involuntary medication hearings; evaluates potential for suicide; consults with psychiatrist, conducts assessments, works with clients to establish reasons for living, teaches coping strategies); diffuses / de-escalates issues & role models positive behaviors; conducts ongoing assessments of inmates at all times to identify, prevent &/or contain any significant lethality risks amongst inmates for imminent harm to self or others; provide psychological services to offenders under Adult Parole Authority oversight; coordinates services between institution mental health services & local community mental health service providers; completes re-entry accountability plans & conducts home visits to adult parole authority offenders with adult parole authority field officers; provides specialized sex offender therapies such as aggression control, coping with neurological disorders (e.g., ADHD) & victim empathy; provides psychological treatment to inmates in form of psycho-educational classes (e.g., skill acquisition) & time limited group psychotherapy (e.g., older adult male issues), participates in treatment team functions & provides technical assistance, guidance, instruction to treatment team members; recommends policies & procedures for patient assessment, evaluation & treatment

Evaluates defendant / patient for mental status, evaluates competence to stand trial &/or sanity at time of offense & writes comprehensive forensic report & recommendation for courts; responds to subpoenas & appears in court as expert witness on forensic / psychological matters; testifies in court regarding placement, guardianship, risk assessment &/or competency to stand trial; writes discharge summaries &/or behavioral recommendations when transitioning individuals out of institution, prepares statistical reports & graphs summarizing behavioral progress & use of various interventions / treatments; acts as liaison for offenders with treatment team, rules infraction boards, parole boards & unit management staff; reviews multiple charts, conducts interviews, writes risk assessment reports & treatment summaries; serves as advisor on psychological matters for psychological unit, for other divisions & departments & for community groups & organizations, prepares materials for & participates in staff development & in-service training programs, attends meetings, conferences & seminars, serves on &/or chairs facility-wide committees & represents psychological unit; acts as consultant with regional parole staff, juvenile parole officers, social workers, mental health professionals, community mental health professionals, families & case managers; on rotating basis, participates in weekend coverage for evaluation & assessment of offenders placed on suicide watch.

MAJOR WORKER CHARACTERISTICS:

Knowledge of Ohio revised code chapters (e.g., 2945, 4732, 5122); Ohio administrative code (e.g., section 4732); American psychological association forensic psychological guidelines; ethical issues within forensic psychology; adult parole authority laws, rules & guidelines; criminology, social psychology; clinical psychology; interviewing; psychotherapy; psycho diagnosis; counseling; statistics; employee training & development*; Ohio ethics laws & statutes; biological basis of behavior; neuropsychology; psychopharmacology; counseling. Skill in operation of personal computer & related software* (Microsoft word; excel; power point; crisis & trauma intervention*; suicide prevention*; first aid*; CPR*). Ability to understand abstract field of study; define problems, collect data, establish facts & draw valid conclusions; recognize unusual or threatening conditions & take appropriate action; use statistical analysis; counsel others on sensitive matters; write instructions, specifications or technical manuals; develop complex reports & position papers such as functional assessments, identifying problem behaviors, prioritizing problem behaviors, defining problem behaviors & formulating hypothesis; conduct intellectual educational, social-sexual, risk & adaptive assessments (including administering & scoring / interpreting assessments); maintain composure while testifying as

expert witness during adversarial legal proceedings.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

License to practice psychology as issued by Ohio State Board of Psychology per Section 4732.12 or 4732.15 (A) of Ohio Revised Code.

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

Biennial renewal of licensure as psychologist.

UNUSUAL WORKING CONDITIONS:

Exposed to incarcerated physically assaultive youth or patients/clients while participating in emergency / code situations; exposed to unpredictable behavior of violent inmates / residents; exposed to human noise such as loud voices, manic or psychotic ramblings & pounding on Plexiglas; confined to small treatment rooms for individual & group therapy sessions; may require travel to community site under contract with Department of Mental Health.

CLASS TITLE

Psychologist Supervisor

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 psychology staff (i.e., psychologists, psychology assistants, students & trainees) including scheduling & assigning work, monitoring services provided, reviewing work & evaluating performance, recruiting, interviewing & hiring new psychology staff, recommending transfers, lay offs, promotions, disciplinary actions & rewards & plans, directs & provides training & staff development programs.

Plans, develops, implements, administers & assesses psychological programs, services & research activities & writes policies & establishes procedures on delivery of psychological services.

Consults with administration & staff on matters pertaining to psychological unit, represents psychological unit at meetings, conferences, seminars & workshops & provides information & advice on psychological matters to other divisions, agencies, community organizations & other interested parties.

MAJOR WORKER CHARACTERISTICS:

Knowledge of clinical psychology; counseling; psychodiagnostics; psychotherapy; interviewing; statistics; project/program management*; employee training & development. Ability to understand abstract field of study; write meaningful, concise & accurate reports; write instructions, specifications, or technical manuals; define problems, collect data, establish facts & draw valid conclusions; recognize unusual or threatening conditions & take appropriate action; counsel others on sensitive matters; interpret extensive variety of technical matters in books, journals & manuals.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

License to practice psychology in Ohio pursuant to Section 4732.09 and 4732.21 of revised code; 12 mos. exp. as a licensed psychologist; 1 course in employee trg. & development or 3 mos. exp. providing work direction & training or supervision to psychology students, assistants, or psychologists.

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

Biennial renewal of licensure as psychologist.

UNUSUAL WORKING CONDITIONS:

May be exposed to potentially violent patients.

CLASS TITLE

Radiographer

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.)

As registered radiographer, performs basic (e.g., x-rays of chests & extremities) & special (e.g., cat scan; fluoroscope; mammography; angiography; ultrasound; myelography; tomography, radiographic procedures to include instructing & positioning patients, maintains results of all examinations performed & informs physician of any unusual reports.

Processes film (e.g., develops, rinses, fixes, washes & dries); mixes & replaces chemicals for automatic film processor & maintains film processing equipment.

Maintains radiographic & other laboratory equipment in good working condition to include making minor adjustments & repairs; maintains sanitary conditions in laboratory facilities & film processing area (e.g., cleans x-ray rooms & tables; uses alcohol & wash cloth to clean upright chest x-ray unit, x-ray table & EEG table; uses mop & bucket to clean spilled barium on floor of x-ray rooms & hallways &/or to clean up chemicals spilled in darkroom; discards bio-hazardous waste); maintains supply inventory & orders supplies; carries out variety of office duties (e.g., schedules patients; answers telephone & inquiries; files x-ray film & reports; operates computer or word processor to prepare daily, monthly & yearly reports).

Performs electrocardiograms, mounts & records/types findings; schedules & performs EKG exams; maintains & updates records; performs tuberculin & histoplasmin skin testing & reading & maintains records; collects laboratory specimens to be sent to central laboratory; reviews & revises departmental manual & radiology policies; attends continuing education classes & seminars; acts as member of tuberculosis control team or other special committee.

MAJOR WORKER CHARACTERISTICS:

Knowledge of radiological technology; public health council regulations*; radiographic film processing & maintenance; OSHA safety regulations*; human/public relations. Skill in operation of electrocardiograms &/or tuberculin &/or histoplasmin skin testing equipment & radiographic equipment; positioning of patient; operation of computer or word processor. Ability to understand & carry out basic & special radiographic procedures; establish good rapport with patients & put them at ease during examinations; deal with hostile inmates or residents; prepare & maintain accurate laboratory report & records.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Must obtain Ohio license as radiographer pursuant to Section 4773.02 of Revised Code.

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

Must obtain continuing education requirements pursuant to Section 4773.08 of Revised Code.

UNUSUAL WORKING CONDITIONS:

Exposed to radiation & chemical fumes. Exposed to noise from radiographic equipment. May be exposed to contagious diseases; may be exposed to hostile inmates or residents.

JOB TITLE

Registered Nurse

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

Provides professional nursing care to students hospitalized in student health services unit, or to inmates, juvenile offenders, or consumers housed in state-owned/operated facility/institution &/or staff, observes, assesses & records symptoms, reactions & progress of infirm patients &/or clinic out-patients, makes nursing rounds, takes & records vitals, prepares & administers prescribed medications & ordered treatment plans &/or immunizations, monitors restrained (e.g., lock-ups, detention, isolated) patients on timely basis (i.e., every 15 minutes) & provides immediate medical attention to emergencies (e.g., administers first aid; arranges transportation to hospital emergency room; contacts staff physician when necessary; counsels patient regarding need for medical referrals) & if assigned, also schedules, assigns & reviews work (i.e., has authority to either approve/disapprove leave requests or to complete performance evaluations, but such is not mandatory to be performed) of lower-level staff (e.g., RNs, LPNs), participates in staff development & education, reviews care plans written by staff & trains & orients new employees;

OR

In corrections medical center, is responsible for all health care of 20-60 bedridden inmates (i.e., makes rounds, evaluates care needed & rendered; does care plans & teaches health care principles; administers medication including narcotics; renders all direct nursing care as needed) & performs specialized procedures (i.e., iv therapy, chemotherapy, wound care, oxygen therapy, dialysis, blood transfusion, incubation & CPR, tube feeding, catheterization, suctioning & phlebotomy duties).

Organizes & oversees 'code blue' team; directs health care staff (e.g., hospital aides & licensed practical nurses) assigned to area; acts as lead worker in charge of one assigned shift in absence of nurse 2 employee' assists physician in giving diagnostic health evaluations to students.

Performs clerical tasks (e.g., charts & records all medications, treatments & pertinent medical information; completes required reports such as incident & accident reports; documents Medicaid information; orders supplies & equipment; maintains constant & exact inventory of all controlled drugs, medication & equipment); arranges for out-patient clinic appointments; arranges for medical examinations to be done by school physician; arranges for new & refilled prescriptions ordered by physicians through local pharmacy; performs administrative tasks & serves as liaison with others in organization & conducts &/or attends meetings; serves as instructor on occasion; serves as member or leader of problem solving teams or groups.

MAJOR WORKER CHARACTERISTICS:

Knowledge of professional registered nursing procedures; state & federal regulations, policies & procedures related to nursing; public relations; employee training & development*; inventory control. Skill in operation of medical equipment (e.g., stethoscope, otoscope, blood pressure cuff, EKG machine). Ability to deal with some abstract but mostly concrete variables; write meaningful, concise & accurate reports; gather, collate & classify information about data, people or things; demonstrate physical fitness.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Requires current licensure as registered professional nurse in state of Ohio as issued by Board of Nursing per Section 4723.03 of Ohio Revised Code.

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

Biennial renewal of licensure as registered nurse.

UNUSUAL WORKING CONDITIONS:

Works shifts, weekends & holidays; exposed to communicable diseases.

CLASS TITLE

Respiratory Therapist

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.)

Administers inhalation treatments by using prescribed equipment (e.g., masks, catheter, tents & hoods; assembles & applies pressure devices such as those for intermittent positive pressure breathing, various types of resuscitators & ventilators; assembles equipment & administers aerosol therapy) to clients (i.e., if hold only Temporary Permit or Limited Permit, employee must be supervised by licensed respiratory therapist who is present physically at work site or available at all times by telephone ; employees holding only Temporary Permit or Limited Permits shall not be sole respiratory therapist on staff at assigned facility), answers all emergency pages & maintains client & departmental records as assigned.

Conducts inservice training for nurses, physicians, teachers, hospital aides, occupational & physical therapists, recreation therapists & others, as deemed necessary, in suctioning, cough & breathing exercises & postural drainage with chest physiotherapy.

MAJOR WORKER CHARACTERISTICS:

Knowledge of respiratory therapy technology. Skill in operation & maintenance of all currently utilized respiratory therapy equipment. Ability to understand system of mechanical & respiratory therapy procedures; demonstrate dexterity; establish good rapport with clients; prepare & maintain accurate, meaningful & concise records; train in respiratory therapy procedures.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Current license to practice respiratory care in Ohio pursuant to Section 4761.10 of Ohio Revised Code if assigned facility has only one respiratory therapist position on staff.

-Or if assigned facility has one filled licensed respiratory therapist on staff available to provide supervision to other respiratory therapists, applicants with Temporary Permit or Limited Permit to practice respiratory care in Ohio issued pursuant to Sections 4761.05 of Ohio Revised Code qualify.

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

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

Renewal of license, permit or continuing education as required pursuant to Section 4761.06 of Ohio Revised Code. Employees with Temporary Permit must obtain license to practice respiratory care within one year of obtaining Temporary Permit. Failure to obtain license within one year from date Temporary Permit was issued, or failure of Limited Permit holder (i.e., those with L-1 Permit) to satisfy continuing education requirements or (i.e., those with L-2 Permit) renewal requirements is grounds for removal.

UNUSUAL WORKING CONDITIONS:

May work weekends & rotating shifts; exposed to patients who may display unpredictable behavior, infectious &/or communicable diseases.

POSITION TITLE:

Reviewer 1 or 2

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

Provide services as a member of the District Review Team (DRT), shall successfully complete 16.5 hours of training at the Ohio Department of Education (ODE), 25 South Front St., Columbus, OH. Will be trained in protocols, data collection, analysis, and report development in accordance with ODE District Standards and indicators to include training in a strict protocol for evidence collection as a member of the District Review Team.

Shall perform a district review as detailed below:**(a) A Standards-Based, Evidence-Based Process:**

The district review is an evidence-based process using the six (6) District Standards and twenty-four (24) Indicators to organize the collection and analysis of data in order to generate findings about key district systems and practices and recommendations for improvement.

Will collect evidence for each of the six (6) District Standards (see above). The reviews will seek to identify those systems and practices that may be impeding rapid improvement as well as those that are most likely to be contributing to positive results. The DRT consists of individuals with expertise in the District Standards. The Center for Accountability and Continuous Improvement (CACI) screens, selects, and trains experienced, independent district reviewers, known as the DRT; provides protocols, materials, and oversight of the review process; and hands off the review findings to district stakeholders and to the State Support Team when further assistance and intervention is recommended. The findings and recommendations are also made available to an Academic Distress Commission, when applicable, to inform the development of an Academic Recovery Plan.

The DRT reviews selected district documents and ODE data and reports for two (2) days prior to conducting a five-day district visit that includes visits to various district schools. Materials in the appendices to this protocol provide an evidence array for the DRT to understand district policies, systems, processes, practices, and outcomes. The team holds interviews and focus groups with such stakeholders as school board members, teachers' association representatives, administrators, teachers, parents, and students. Team members also observe classes. The team then meets for two (2) days to develop findings and recommendations before submitting the draft of their district review report to ODE.

(b) Preparing for the District Review:

Preparation for the review was designed to be minimal. May prepare and facilitate training. There is only a short list of documents to provide and a 5-day site visit schedule to be completed.

(c) Six Stages of the District Review:

The district review consists of the six stages outlined below:

1. Document and Data Review - For two (2) days the DRT reviews information about the district's context, student performance, goals and processes, and resources. The Center for Accountability and Continuous Improvement collects information and data from ODE and from the district and provides it to the team.

Team members are each assigned to one of the six (6) Standards

Six 6 Standards and twenty-four 24 Indicators serve as "buckets" for collecting and sorting information

- i. The team collectively reviews data analyses
- ii. The team reviews documents to learn about district practices
- iii. Each team member develops and shares specific questions
- iv. Questions for each interview are identified
- v. The team reviews and adjusts the onsite schedule as needed

2. Onsite Visit

For four (4) days the review team conducts observations and asks questions about practices.

- i. Introductory meeting: purpose of the review and a discussion of the review process
- ii. Board of Education interviews
- iii. District, school, and program leaders interviews
- iv. Teachers' Association leadership interview
- v. Teacher focus groups

POSITION TITLE:
Reviewer 1 or 2 (CONT'D)

- vi. Parent interviews
- vii. Classroom observations
- viii. Municipal business and local government official interviews
- ix. Team evidence gathering and sharing throughout the visit
- x. Closing DRT meeting: what the team has learned (emerging themes) and what it needs to sort out
- xi. Meeting with Superintendent; and meeting with District Leadership Team to share emerging themes on Day 5

3. Analysis of Evidence and Draft Report Development

The review does not end upon the last day of the site visit. The Department and the DRT use the evidence gathered from the review to generate a draft report; after receiving any factual corrections from the district, ODE staff finalize the report. The Center for Accountability and Continuous Improvement ensures that DRT members follow a strict protocol for evidence triangulation. The process of report production consists of:

- i. Evidence sorting
- ii. Team identification of priority findings
- iii. Developing team consensus on written evidence in findings
- iv. Collective correction of and feedback on all written draft findings
- v. Development of preliminary recommendations
- vi. Findings and recommendations are compiled by the coordinator; draft report created
- vii. Edit the draft (Editing includes the checking of data and its interpretation; checking of sensitive material within the findings; making sure that findings are supported by sufficient evidence and contain sufficient attribution; making sure that findings and recommendations are aligned with current ODE guidance, communicating with a variety of ODE offices as needed; and making sure that the tone of the report is neutral.)
- viii. Draft findings sent to superintendent to check for factual accuracy
- ix. ODE staff then respond to the local district's corrections and finalize the recommendations

4. Publication of the Final Report

- i. Specific recommendations are confirmed by ODE for inclusion in final report
- ii. Final reports include a description of the district context and background, demographic and student achievement data, findings focused on the school system's most significant strengths and challenges, and recommendations that the district can use for ongoing systematic improvement and that ODE can use to consider providing technical assistance and other resources.
- iii. Reports are produced approximately two months after the onsite visit.

AND/OR

Series 1 – will be skilled with all of the above duties

Series 2 – will be skilled with all of the above duties as well as provide team leader duties

MAJOR WORKER CHARACTERISTICS:

Knowledge of: instructional methods and techniques of current educational trends and developments; principles and theories of education; program or subject matter assignment within the position's area of concentration (see Position Description); instructional methods and other aspects of educational administration; public educational programs and public school administrative procedures; principles and processes for providing customer and personal services; public relations; human relations; research methods; government structure and process relating to ODE; ODE policies & procedures.

Skill in: communicating with others to convey information effectively; using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; considering the relative costs and benefits of potential actions to choose the most appropriate one; understanding the implications of new information for both current and future problem-solving and decision-making; identifying complex problems and reviewing related information to develop and evaluate options and implement solutions; monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action; operation of personal computer & software (e.g. MS Office suite); office equipment (e.g., copier, printer, calculator).

Ability to: establish and maintain effective working relationships with school administrators, educators, educational organizations, curriculum and/or program specialists at local, state, or federal level, and the general public; analyze classroom, curriculum, program, or administrative problems and to recommend possible solutions; formulate and communicate ideas on educational issues and the ability to prepare thorough program evaluations and recommendations; and interpret rules, public school law, educational policies and to effectively communicate philosophies of education; convey ideas clearly and concisely, orally and in writing; proofread technical materials, recognize errors & make corrections; use proper statistical research methods in gathering data; gather, collate & classify information about data, people or things.

POSITION TITLE:

Reviewer 1 or 2 (CONT'D)

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Candidate must understand and have K-12 experience in one of the following categories, within five years of being hired:

- a. Leadership, Governance and Communications
- b. Curriculum and Instruction/Assessment and Effective use of Data
- c. Assessment and Data
- d. Human Resource and Professional Development
- e. Student Support
- f. Fiscal Management

A Master's degree or higher is preferred in the area of education or in the standard area of hire.

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

Must attend training administered by the Agency.

UNUSUAL WORKING CONDITIONS:

May require travel to various school districts within Ohio. Travel expenditures will not be covered by Ohio Department of Education.

POSITION TITLE:

Sanitarian Program Administrator 1

MAJOR AGENCY TO USE THIS POSITION:

Department of Health & Agriculture only

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

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

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

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

Senior Sanitarian: serves as lead worker in Department of Agriculture (i.e., provides oversight, work direction, training, reviews work, accompanies on inspections & reinspections & makes final recommendations on enforcement to sanitarian program administrator) over employees classified as Sanitarian Program Specialist 1, 65731 in assigned region & when assigned, acts for immediate supervisor.

NOTE: Some aspects contained in the definition of "environmental health science" may be performed by incumbents who are registered sanitarians but who are assigned other state classifications (e.g., environmental scientist, 8586).

CLASS CONCEPT:

The first administrator level class works under general direction & requires through knowledge of environmental health science, general management principles & techniques & state, federal & agency policies & regulations pertaining to environmental health science issues of assigned area in order to supervise employees classified as Sanitarian Program Specialist 1, 65731, or 2, 65732, & if assigned, other subordinate staff in performance of environmental health science programs &/or multi-disciplinary public health services in one or more programmatic or functional areas, & in Ohio Department of Agriculture only, supervise Sanitarian Specialist Supervisor, 65735, if assigned.

JOB DUTIES IN ORDER OF IMPORTANCE:

(These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises two or more employees classified as Sanitarian Program Specialist 1, 65731 &/or 2, 65732 & if assigned, other subordinate staff in performance of environmental health science programs &/or multi-disciplinary public health services in one or more programmatic or functional areas, manages, plans & directs operations of program areas which involves assisting in development, implementation, coordination & evaluation of policies & procedures, providing advice & guidance for uniform interpretation & application of federal & state laws & regulations governing environmental health issues & making complex, technical decisions on special problems, & in Ohio Department of Agriculture only, supervises Sanitarian Specialist Supervisor, 65735, if assigned.

Reviews & approves or disapproves administrative reports & forms from lower-level staff; develops budgets for program or multi-discipline team areas; reviews & approves plans for new or extensively altered facilities; organizes, completes & reviews complex, technical reports; researches & determines legal basis for policies under consideration; assists in developing rule revisions; develops & implements survey methodologies & evaluation procedures; develops training programs for environmental health science programs; directs preparation, review, approval & maintenance of records & reports; approves development of inspection forms, licenses & other forms.

Interprets state, local & federal environmental health science laws & regulations for other agencies & industry; acts as contact point for general public complaints; serves as representative & prepares & delivers presentations at meetings with industry personnel, organizations &/or other state & federal agencies; represents agency on state level inter-departmental advisory committees.

MAJOR WORKER CHARACTERISTICS:

Knowledge of human or public relations; state & federal laws & agency policies, rules & regulations regarding environmental health science of assigned area; environmental health science or dairy science; general management; supervisory principles/techniques*; statistics; employee training & development*. Ability to deal with & understand most difficult classes of concepts; develop complex reports & position papers; prepare & deliver speeches before specialized audiences & general public; handle sensitive inquiries from & contacts with officials & general public; demonstrate physical fitness.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate of registration as sanitarian-in-training or as sanitarian issued by Ohio State Board of Sanitarian Registration in accordance with Chapter 4736. of Ohio Revised Code, or eligible for registration as sanitarian or sanitarian-in-training in accordance with Chapter 4736. of Revised Code & must acquire certificate as registered sanitarian or sanitarian-in-training prior to engaging in practice of environmental health, but no later than 90 days from date of employment; in addition to preceding, must meet one of following options appropriate for area to be assigned:

Completion of undergraduate degree from accredited college or university, including at least 45 quarter or 30 semester units of science courses in areas of biology, chemistry, physics, geology, or mathematics & 42 mos. exp. in environmental health science position of which 6 mos. must have been in environmental health science specialty area(s) to be assigned; must be able to provide own transportation.

-Or completion of undergraduate degree from accredited college or university with core program in environmental health science & 30 months experience in environmental health science position of which 6 mos. must have been in environmental health specialty area(s) to be assigned; must be able to provide own transportation.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must possess certificate of registration as sanitarian issued by Ohio State Board of Sanitarian Registration, in accordance with Chapter 4736. of Revised Code, within 2 years of appointment to class.

UNUSUAL WORKING CONDITIONS: Requires travel.

POSITION TITLE:

Sanitarian Program Administrator 2

MAJOR AGENCY TO USE THIS POSITION:

Health & Agriculture only

GLOSSARY: The terms listed, whenever they appear in this document, are to be interpreted to mean the following:

Environmental Health Science: means the aspect of public health science that includes, but is not limited to, the following bodies of knowledge: air quality, food quality and protection, hazardous and toxic substances, consumer product safety, housing, institutional health and safety, community noise control, radiation protection, recreation facilities, solid and liquid waste management, vector control, drinking water quality, milk sanitation and rabies control. This definition in its entirety is quoted from Section 4736.01(a) of the Revised Code.

Practice of Environmental Health: means consultation, instruction, investigation, inspection, or evaluation by an employee of a city health district, a general health district, the Ohio Environmental Protection Agency, the Department of Health, or the Department of Agriculture requiring specialized knowledge, training and experience in the field of environmental health science, with the primary purpose of improving or conducting administration under any of the following: (1) Chapter 911. 913., 917., 3717., 3721., 3732., or 3733. of the Revised Code; (2) Chapter 3734. of Revised Code as it pertains to solid waste; (3) Section 955.26, 3701.344, 3707.01, 3707.03, or 3707.33 to 3707.99 of the Revised Code; (4) rules adopted under Section 3701.34 of the Revised Code pertaining to home sewage, rabies control, or swimming pools. 'practice of environmental health' does include sampling, testing, controlling of vectors, reporting of observations, or other duties that do not require application of specialized knowledge and skills in environmental health, science performed under the supervision of a registered sanitarian. This definition in its entirety is quoted from Section 4736.01(e) of the Revised Code.

Sanitarian: means a person who performs for compensation educational, investigational, technical or administrative duties requiring specialized knowledge and skills in the field of environmental health science. This definition in its entirety is quoted from Section 4736.01(b) of the Revised Code.

Senior Sanitarian: serves as lead worker in Department of Agriculture (i.e., provides oversight, work direction, training, reviews work, accompanies on inspections & reinspections & makes final recommendations on enforcement to sanitarian program administrator) over employees classified as Sanitarian Program Specialist 1, 65731 in assigned region & when assigned, acts for immediate supervisor.

NOTE: Some aspects contained in the definition of "environmental health science" may be performed by incumbents who are registered sanitarians but who are assigned other state classifications (e.g., environmental scientist, 8586).

CLASS CONCEPT:

The second administrator level class works under administrative direction & requires extensive knowledge of environmental health science, general management, supervisory principles & techniques & state, federal & agency regulations & policies pertaining to environmental health science issues & practices in order to plan, design, manage & conduct all statewide environmental health science programs &/or multi-disciplinary public health services for assigned section & supervise two or more subordinate employees one of which is classified as Sanitarian Program Administrator 1, 65736, & in Ohio Department of Agriculture only, supervise lower-level sanitarian program staff.

JOB DUTIES IN ORDER OF IMPORTANCE:

(These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans, designs, manages & conducts all statewide environmental health science programs or multi-disciplinary public health services for assigned section; (e.g., rule & law development provision of training, consultation & technical assistance, standards development, program evaluation & development & implementation of operational policies & procedures); advises bureau chief concerning all policy & practice matters for environmental health science issues; directs & manages activities of staff; explains & interprets departmental policies & supervises two or more subordinate employees one of which is classified as Sanitarian Program Administrator 1, 65736 & in Ohio Department of Agriculture only, supervises lower-level sanitarian staff.

Initiates complex technical studies & reports; oversees federal or other inter-agency grants & contracts; develops & analyzes budgets; authorizes expenditure of funds for personnel, equipment & materials; prepares analysis of problems & reviews & prepares legislation & rules.

In Ohio Department of Agriculture only, reviews & approves or disapproves administrative reports & forms from lower-level staff; reviews & approves plans for new extensively altered facilities; researches & determines legal basis for policies under consideration; assists in developing rule revisions; prepares analysis of problems & reviews & prepares legislation & rules. Develops & implements survey methodologies & evaluation procedures; develops training programs for environmental health science programs; directs preparation, review, approval & maintenance of records & reports; approves development of inspection forms, licenses & other forms.

Represents agency on state level inter-departmental advisory boards & commissions & in policy level matters with local, state & federal agencies (e.g., boards of health, regulated industries, public health organizations & other concerned parties).

MAJOR WORKER CHARACTERISTICS:

Knowledge of human or public relations; state & federal laws & agency policies, rules & regulations regarding environmental health science of assigned area; environmental health science; general management; employee training & development; supervisory principles/techniques; budgeting*; statistics. Ability to deal with many variables & determine specific action; develop complex reports & position papers; prepare & deliver speeches before specialized audiences & general public; handle sensitive inquiries from & contacts with officials & general public.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate of registration as sanitarian-in-training or as sanitarian issued by Ohio State Board of Sanitarian Registration in accordance with Chapter 4736 Of Ohio Revised Code, or eligible for registration sanitarian-in-training in accordance with Chapter 4736. of Revised Code & must acquire certificate as registered sanitarian or sanitarian-in-training prior to engaging in practice of environmental health, but not later than 90 days from date of employment; in addition to preceding, must meet one of following options appropriate for area to be assigned:

Completion of undergraduate degree from accredited college or university, including at least 45 quarter hours or 30 semester units of science courses in areas of biology, chemistry, physics, geology, or mathematics & 48 mos. exp. in environmental health science specialty area(s) to be assigned; must be able to provide own transportation.

-Or completion of undergraduate degree from accredited college or university with core program in environmental health science & 36 months experience in environmental health science position of which 18 mos. must have been in environmental health specialty area(s) to be assigned; must be able to provide own transportation.

-Or 6 mos. exp. as Sanitarian Program Administrator 1, 65736; must be able to provide own transportation.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must possess certificate of registration as sanitarian issued by Ohio State Board of Sanitarian Registration, in accordance with Chapter 4736. of Revised Code, within 2 years of appointment to class.

UNUSUAL WORKING CONDITIONS:

Requires travel.

POSITION TITLE:

Sanitarian Program Specialist 1

MAJOR AGENCY TO USE THIS POSITION:

Department of Health & Agriculture only

GLOSSARY: The terms listed, whenever they appear in this document, are to be interpreted to mean the following:

Environmental Health Science: means the aspect of public health science that includes, but is not limited to, the following bodies of knowledge: air quality, food quality and protection, hazardous and toxic substances, consumer product safety, housing, institutional health and safety, community noise control, radiation protection, recreation facilities, solid and liquid waste management, vector control, drinking water quality, milk sanitation and rabies control. This definition in its entirety is quoted from Section 4736.01(a) of the Revised Code.

Practice of Environmental Health: means consultation, instruction, investigation, inspection, or evaluation by an employee of a city health district, a general health district, the Ohio Environmental Protection Agency, the Department of Health, or the Department of Agriculture requiring specialized knowledge, training and experience in the field of environmental health science, with the primary purpose of improving or conducting administration under any of the following: (1) Chapter 911. 913., 917., 3717., 3721., 3732., or 3733. of the Revised Code; (2) Chapter 3734. of Revised Code as it pertains to solid waste; (3) Section 955.26, 3701.344, 3707.01, 3707.03, or 3707.33 to 3707.99 of the Revised Code; (4) rules adopted under Section 3701.34 of the Revised Code pertaining to home sewage, rabies control, or swimming pools. 'practice of environmental health' does include sampling, testing, controlling of vectors, reporting of observations, or other duties that do not require application of specialized knowledge and skills in environmental health, science performed under the supervision of a registered sanitarian. This definition in its entirety is quoted from Section 4736.01(e) of the Revised Code.

Sanitarian: means a person who performs for compensation educational, investigational, technical or administrative duties requiring specialized knowledge and skills in the field of environmental health science. This definition in its entirety is quoted from Section 4736.01(b) of the Revised Code.

Senior Sanitarian: serves as lead worker in Department of Agriculture (i.e., provides oversight, work direction, training, reviews work, accompanies on inspections & reinspections & makes final recommendations on enforcement to sanitarian program administrator) over employees classified as Sanitarian Program Specialist 1, 65731 in assigned region & when assigned, acts for immediate supervisor.

NOTE: Some aspects contained in the definition of "environmental health science" may be performed by incumbents who are registered sanitarians but who are assigned other state classifications (e.g., environmental scientist, 8586).

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of environmental health science, state & federal laws & agency policies, rules & regulations pertaining to environmental health science issues in order to conduct environmental health &/or construction inspections, surveys, &/or investigations & enforcement activities in one or more environmental health science areas &/or multi-disciplinary public health services (e.g., grade A milk &/or dairy, radon, lead, asbestos, food protection, manufactured home parks, recreation vehicle parks, recreation camps, public swimming pools, spas & special use pools, marinas, private water supply, hazardous & toxic substances, consumer product safety) &/or assist higher-level sanitarian program specialist as directed in providing technical assistance & consultative services to local health department personnel in one or more area of specialty &/or conduct program evaluations of milk &/or dairy interstate shipment or similar program by established numeric rating system to determine if collection &/or hauling of samples &/or products is in compliance with applicable laws & rules.

JOB DUTIES IN ORDER OF IMPORTANCE:

(These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Conducts program evaluations of milk &/or dairy interstate shipment or similar program by established numeric rating system to determine if collection &/or hauling of samples &/or products is in compliance with applicable laws & rules, &/or conducts environmental health &/or construction inspections, surveys &/or investigations & enforcement activities in one or more environmental health science areas (e.g., grade A milk &/or dairy, food protection, manufactured home parks, recreation vehicle parks, recreation camps, public swimming pools, spas & special use pools, marinas, radon mitigation, asbestos abatement, lead risk assessments, private water supply, hazardous & toxic substances, consumer product safety), &/or assists higher-level sanitarian program specialist as directed in providing technical assistance & consultation (e.g., reviews laws, rules & their significance; demonstrates inspection techniques which includes questioning operators &/or contractors, observing practices & identifying violations; explains violations to local health sanitarians & operators or contractors, informs them of significance of each violation & advises them as to how to correct violations; dictates/edits violations; offers solutions to problems that exist in operation) to local health department personnel in one or more area of specialty (e.g., environmental sanitation, food protection, manufactured home parks, recreation vehicle parks, recreation camps, public swimming pools, spas & special use pools, marinas, private water systems & private household sewage disposal systems).

Conducts field investigations of & provides advice & consultation (i.e., transmits interpretation of rules & regulations which have been made by higher-level sanitarian program specialists) to local health departments & industry; investigates complaints & recommends course of action to complainant, local health department &/or industry; assists local health department staff in resolving private water system problems by conducting technical inspection of wells (e.g., down hole camera inspections); collects water & other environmental samples according to established protocols & transports samples to laboratory for analysis.

Gathers data & information & reviews plans for new or extensively altered facilities; assists engineers during peak periods with plan review functions for routine plan review for less complex projects (e.g., primarily small swimming pools under direct supervision of engineer).

Conducts tests of new equipment, devices & systems; investigates complaints & offers solutions; conducts inspections & investigations of agricultural labor camps; assists local health departments in food borne outbreak investigations &/or illnesses probably resulting from unsanitary conditions.

Implements individual &/or group training as developed by higher-level sanitarian program specialists to local health departments & industry in environmental health science areas (e.g., milk sanitation; carbon monoxide; hazardous & toxic substances; premises sanitation; vector control; migrant camp sanitation; food quality & protection; consumer product safety; drinking water quality; asbestos; lead; radon; rabies control); compares & contrasts local health department performances to required procedures & guidelines to recommend training or additional assistance warranted.

Performs miscellaneous administrative duties (e.g., prepares reports & correspondence; assists in developing or develops educational materials; assists in conducting or conducts special studies; attends staff meetings; gives speeches & presentations to schools, industry groups & other service or professional organizations; testifies in administrative hearings & court trials); reviews & evaluates applications from individuals/contractors applying for licensing as radon mitigation expert &/or tester or from individuals applying for asbestos abatement certification & makes recommendations to supervisor regarding acceptance or denial.

MAJOR WORKER CHARACTERISTICS:

Knowledge of human or public relations; state & federal laws & agency policies, rules & regulations regarding environmental health science of assigned area; environmental health science or dairy science; general management*; arithmetic to include algebra. Ability to prepare meaningful, concise & accurate reports; define problems, collect data, establish facts & draw valid conclusions; use proper research methods in gathering data, gather, collate & classify information about data, people or things; handle & resolve sensitive inquiries from & contact with officials & general public; demonstrate physical fitness.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate of registration as sanitarian-in-training or as sanitarian issued by Ohio State Board of Sanitarian Registration in accordance with Chapter 4736 Of Ohio Revised Code, or eligible for registration as sanitarian-in-training or sanitarian in accordance with Chapter 4736. of Revised Code & must acquire certificate as registered sanitarian or sanitarian-in-training prior to engaging in practice of environmental health, but not later than 90 days from date of employment; in addition to preceding, must meet one of following options appropriate for area to be assigned:

Positions in Dairy Program:

Completion of undergraduate core program in agriculture from an accredited college or university, with specialization in dairy science, animal science or food science or 24 mos. trg. or 24 mos. exp. in management of dairy operation or dairy processing operations; must be able to provide own transportation.

All Other Positions:

Completion of undergraduate degree from accredited college or university including at least 45 quarter or 30 semester units of science courses in areas of biology, chemistry, physics, geology or mathematics & 24 mos. exp. in environmental health science position; must be able to provide own transportation.

-Or completion of undergraduate degree from accredited college or university with core program in environmental health science & 12 mos. experience in environmental health science position; must be able to provide own transportation.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must possess certificate of registration as sanitarian issued by Ohio State Board of Sanitarian Registration, in accordance with Chapter 4736. of Revised Code, within 2 years of appointment to class.

UNUSUAL WORKING CONDITIONS:

Travel required; may be exposed to disagreeable elements &/or hazardous materials.

POSITION TITLE:

Sanitarian Program Specialist 2

MAJOR AGENCIES TO USE THIS POSITION:

Department of Health & Agriculture only

GLOSSARY: The terms listed, whenever they appear in this document, are to be interpreted to mean the following:

Environmental Health Science: means the aspect of public health science that includes, but is not limited to, the following bodies of knowledge: air quality, food quality and protection, hazardous and toxic substances, consumer product safety, housing, institutional health and safety, community noise control, radiation protection, recreation facilities, solid and liquid waste management, vector control, drinking water quality, milk sanitation and rabies control. This definition in its entirety is quoted from Section 4736.01(a) of the Revised Code.

Practice of Environmental Health: means consultation, instruction, investigation, inspection, or evaluation by an employee of a city health district, a general health district, the Ohio Environmental Protection Agency, the Department of Health, or the Department of Agriculture requiring specialized knowledge, training and experience in the field of environmental health science, with the primary purpose of improving or conducting administration under any of the following: (1) Chapter 911. 913., 917., 3717., 3721., 3732., or 3733. of the Revised Code; (2) Chapter 3734. of Revised Code as it pertains to solid waste; (3) Section 955.26, 3701.344, 3707.01, 3707.03, or 3707.33 to 3707.99 of the Revised Code; (4) rules adopted under Section 3701.34 of the Revised Code pertaining to home sewage, rabies control, or swimming pools. 'practice of environmental health' does include sampling, testing, controlling of vectors, reporting of observations, or other duties that do not require application of specialized knowledge and skills in environmental health, science performed under the supervision of a registered sanitarian. This definition in its entirety is quoted from Section 4736.01(e) of the Revised Code.

Sanitarian: means a person who performs for compensation educational, investigational, technical or administrative duties requiring specialized knowledge and skills in the field of environmental health science. This definition in its entirety is quoted from Section 4736.01(b) of the Revised Code.

Senior Sanitarian: serves as lead worker in Department of Agriculture (i.e., provides oversight, work direction, training, reviews work, accompanies on inspections & reinspections & makes final recommendations on enforcement to sanitarian program administrator) over employees classified as Sanitarian Program Specialist 1, 65731 in assigned region & when assigned, acts for immediate supervisor.

NOTE: Some aspects contained in the definition of "environmental health science" may be performed by incumbents who are registered sanitarians but who are assigned other state classifications (e.g., environmental scientist, 8586).

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of environmental health science, state & federal laws & agency policies, rules & regulations pertaining to environmental health science issues of assigned area in order to serve as senior sanitarian in Department of Agriculture over employees classified as Sanitarian Program Specialist 1, 65731 engaged in grade A milk &/or dairy related environmental health science inspections &/or investigations of producers, processors, haulers or in Ohio Department of Health, act as technical expert in one or more environmental health science programs &/or multi-disciplinary public health services &/or act as lead worker (i.e., provide work direction & training) over lower-level sanitarian program specialists & monitor their work to ensure consistent application of rules &/or review survey packages completed by lower-level program specialists, grantees &/or contractors for accuracy & appropriateness of findings.

JOB DUTIES IN ORDER OF IMPORTANCE:

(These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

In Ohio Department of Agriculture, serves as senior sanitarian over employees classified as Sanitarian Program Specialist 1, 65731 engaged in milk/dairy related environmental health science inspections &/or investigations (e.g., of producers, processors &/or haulers) in assigned region of state;

OR

In Ohio Department of Health, acts as technical expert in one or more environmental health science programs &/or multi-disciplinary public health services (i.e., reviews, analyzes & evaluates verbal & written complaints related to assigned area, immediately assesses to determine severity & urgency of complaint & appropriate response on basis of applicable regulations & procedures, determines appropriate time frames for investigation & refers complaint to lower-level sanitarian program specialist to conduct investigation & serves as liaison with other state & federal agencies with respect to referrals not within programs regulatory authority; manages state mandated registration/certification program such as voluntary food service operator or private water system contractor registration or lead abatement licensure to include conduction technical review of applications & making recommendation for approval & serves as liaison to training providers or registrants by providing technical expertise & resolving issues of public health council rule interpretation regarding certification/registration; provides technical assistance to other sanitarians regarding findings of non-compliance with requirements for multiple statewide environmental health programs such as lead, radon & asbestos, evaluates findings of non-compliance in inspection reports from lower-level sanitarian program specialists & determines and recommends enforcement actions to administrator & provides technical expertise for development of protocols & procedures for initiation of enforcement actions) &/or acts as lead worker (i.e., provides work direction & training) over lower-level sanitarian program specialists & monitors their work to ensure consistent application of rules &/or reviews survey packages completed by lower-level sanitarian program specialists, grantees &/or contractors for accuracy & appropriateness of findings (e.g., interprets applicable laws, rules & regulations to correct or modify findings; recommends provisional status or sanctions in case of non-compliance).

Oversees staff in & provides technical assistance, consultation &/or training to local health departments, state agencies, grantees, contractors, industry &/or general public in one or more specialized areas; acts as technical liaison with other state &/or federal agencies concerning joint studies, committees, special projects &/or training & to ad hoc & formal advisory committee to develop recommendations concerning new/revised state laws & public health council rules.

Prepares reports of technical nature for area of specialization; assesses technical & training needs of local health departments using variety of methods; develops & implements appropriate training interventions &/or curricula; reviews plans for new or extensively altered milk plants, milk houses &/or other dairy farm milking facilities; reviews & analyzes proposals &/or reports; assists in preparing procedural guidelines, interpretive reports & technical bulletins; receives, assesses & determines appropriate response to complaints, determines timeline for investigations & assigns complaint for investigation to lower-level sanitarian program specialists.

Performs other miscellaneous duties (e.g., conducts inspections &/or investigations of dairy farms or nuisance complaints or site evaluation of new or altered facilities; coordinates issuing of milk producer, processor & hauler licenses; prepares evidence & testifies in hearings; maintains instruments & technical field equipment; participates in drills & exercises of emergency plans; prepares & delivers speeches & presentations to groups & organizations); assists supervisor with administrative hearings & other enforcement actions.

MAJOR WORKER CHARACTERISTICS:

Knowledge of human or public relations; state & federal laws, rules & regulations regarding environmental health science of assigned area; environmental health science or dairy science; general management; supervisory principles/techniques*; employee training & development*; statistics*. Ability to deal with & understand most difficult classes of concepts; use proper research methods in gathering data; handle sensitive inquiries from & contact with officials & general public; prepare meaningful, concise & accurate reports; prepare & deliver speeches before specialized audiences & general public; demonstrate physical fitness.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate of registration as sanitarian-in-training or as sanitarian issued by Ohio State Board of Sanitarian Registration in accordance with Chapter 4736 of Ohio Revised Code, or eligible for registration as sanitarian-in-training or sanitarian in accordance with Chapter 4736. of Revised Code & must acquire certificate as registered sanitarian or sanitarian-in-training prior to engaging in practice of environmental health, but no later than 90 days from date of employment; in addition to preceding, must meet one of following options appropriate to area to be assigned:

Positions in Dairy Program:

30 mos. trg. or 30 mos. exp. in environmental health science, of which 6 mos. must have been as grade A milk program inspector for department; must be able to provide own transportation.

-Or 6 mos. exp. as Sanitarian Program Specialist 1, 65731, in environmental health specialty to be assigned; must be able to provide own transportation.

All Other Positions:

Completion of undergraduate degree from accredited college or university including at least 45 quarter or 30 semester units of science courses in areas of biology, chemistry, physics, geology or mathematics & 36 mos. exp. in environmental health science position of which 6 mos. must have been in environmental health specialty area(s) to be assigned; must be able to provide own transportation.

-Or completion of undergraduate degree from accredited college or university with core program in environmental health science & 24 mos. experience in environmental health science position of which 6 mos. must have been in environmental health specialty area(s) to be assigned; must be able to provide own transportation.

-Or 6 mos. exp. as Sanitarian Program Specialist 1, 65731 in environmental health specialty area(s) to be assigned; must be able to provide own transportation.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must possess certificate of registration as sanitarian issued by Ohio State Board of Sanitarian Registration, in accordance with Chapter 4736. of Revised Code, within 2 years of appointment to class.

UNUSUAL WORKING CONDITIONS:

Travel required; may be exposed to disagreeable elements &/or hazardous materials.

POSITION TITLE:

Sanitarian Specialist Supervisor

MAJOR AGENCIES TO USE THIS POSITION:

Department of Health & Agriculture only

GLOSSARY: The terms listed, whenever they appear in this document, are to be interpreted to mean the following:

Environmental Health Science: means the aspect of public health science that includes, but is not limited to, the following bodies of knowledge: air quality, food quality and protection, hazardous and toxic substances, consumer product safety, housing, institutional health and safety, community noise control, radiation protection, recreation facilities, solid and liquid waste management, vector control, drinking water quality, milk sanitation and rabies control. This definition in its entirety is quoted from Section 4736.01(a) of the Revised Code.

Practice of Environmental Health: means consultation, instruction, investigation, inspection, or evaluation by an employee of a city health district, a general health district, the Ohio Environmental Protection Agency, the Department of Health, or the Department of Agriculture requiring specialized knowledge, training and experience in the field of environmental health science, with the primary purpose of improving or conducting administration under any of the following: (1) Chapter 911. 913., 917., 3717., 3721., 3732., or 3733. of the Revised Code; (2) Chapter 3734. of Revised Code as it pertains to solid waste; (3) Section 955.26, 3701.344, 3707.01, 3707.03, or 3707.33 to 3707.99 of the Revised Code; (4) rules adopted under Section 3701.34 of the Revised Code pertaining to home sewage, rabies control, or swimming pools. 'practice of environmental health' does include sampling, testing, controlling of vectors, reporting of observations, or other duties that do not require application of specialized knowledge and skills in environmental health, science performed under the supervision of a registered sanitarian. This definition in its entirety is quoted from Section 4736.01(e) of the Revised Code.

Sanitarian: means a person who performs for compensation educational, investigational, technical or administrative duties requiring specialized knowledge and skills in the field of environmental health science. This definition in its entirety is quoted from Section 4736.01(b) of the Revised Code.

Senior Sanitarian: serves as lead worker in Department of Agriculture (i.e., provides oversight, work direction, training, reviews work, accompanies on inspections & reinspections & makes final recommendations on enforcement to sanitarian program administrator) over employees classified as Sanitarian Program Specialist 1, 65731 in assigned region & when assigned, acts for immediate supervisor.

NOTE: Some aspects contained in the definition of "environmental health science" may be performed by incumbents who are registered sanitarians but who are assigned other state classifications (e.g., environmental scientist, 8586).

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of environmental health science, general management principles & techniques, supervisory principles/techniques & state, federal & agency policies & regulations pertaining to environmental health science issues of assigned area in order to (i.e., in Ohio Department of Agriculture only) manage, plan, coordinate & direct dairy inspection & enforcement activities within assigned region of state & supervise sanitarian program specialists.

JOB DUTIES IN ORDER OF IMPORTANCE:

(These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

In Ohio Department of Agriculture only, manages, plans, coordinates & directs dairy inspection & enforcement activities (e.g., develops, implements, coordinates & evaluates program to ensure uniform interpretation & application of policies & procedures; directs & manages all milk sampling activities, manages issuing of dairy producer or dairy processor & hauler weigher, sampler, tester, raw milk retailer & milk dealer licenses or registration; assists in development of section policies & procedures) in assigned region of state & supervises sanitarian program specialists.

Reviews & approves or disapproves administrative reports & forms from lower-level staff; reviews & approves plans for new or extensively altered dairy facilities; organizes, completes & reviews complex, technical reports; researches & determines legal basis for policies under consideration; assists in developing rule revisions.

Interprets state, local & federal sanitation laws for other agencies & dairy industry; acts as initial contact point for general public; serves as dairy representative & prepares & presents presentations at meetings with dairy industry personnel, organizations & other state & federal agencies.

MAJOR WORKER CHARACTERISTICS:

Knowledge of human or public relations; state & federal laws & agency policies, rules & regulations regarding environmental health of assigned area; environmental science or dairy science; general management; supervisory principles/techniques*; statistics; manpower planning*. Ability to deal with & understand most difficult classes of concepts; develop complex reports & position papers; prepare & deliver speeches before specialized audiences & general public; handle sensitive inquiries from & contacts with officials & general public; demonstrate physical fitness.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate of registration as sanitarian issued by Ohio State Board of Sanitarian Registration in accordance with Chapter 4736. of Revised Code or eligible for registration as Sanitarian in accordance with Chapter 4736. of Revised Code & must acquire certificate as registered sanitarian prior to engaging in practice of environmental health. In addition to proceeding, must meet one of the following options:

Completion of undergraduate core program in agriculture, with specialization in dairy science; 24 mos. exp. In environmental health specialty to be assigned; must be able to provide own transportation.

-Or completion of undergraduate core program in agriculture, with specialization in animal science & emphasis on dairy curriculum; 24 mos. exp. in environmental health specialty to be assigned; must be able to provide own transportation.

-Or 12 mos. exp. as Sanitarian Program Specialist 2, 65732, in environmental health specialty to be assigned; must be able to provide own transportation.

-Or 24 mos. exp. as Sanitarian Program Specialist 1, 65731, in environmental health specialty to be assigned; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must possess certificate of registration as sanitarian issued by Ohio State Board of Sanitarian Registration, in accordance with Chapter 4736. of Revised Code, within 2 years of appointment to class. License for sanitarian must be renewed annually in accordance with Chapter 4736.11 of Revised Code.

UNUSUAL WORKING CONDITIONS:

May work varying hours; may be exposed to disagreeable elements &/or hazardous materials; travel required; overnight travel may be required.

POSITION TITLE:

Secretary 1, 2 OR 3

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

A – Provides secretarial assistance through routine administrative tasks (i.e., independently provides explanation, orally &/or in writing, of services or activities of assigned area, but does not include formulating interpretation of policies & procedures as they would apply in given situation) (e.g., drafts & may sign simple correspondence; researches responses to inquiries; compiles data; prepares reports, gathers statistics & may compile in report form; performs research & writes reports to present straightforward information; sets up office procedures; coordinates daily work flow of office; revises content of manuals & notebooks; requisitions equipment & supplies through either agency purchasing agent or direct contact with established vendors for low cost items that are used repetitively; screens problems & obtains files & records to support same for referral & may resolve only those which do not involve interpretation or judgment of applicability of policies & procedures.

&/OR

B – Provides secretarial assistance in technical environment & transcribes, formats &/or assists in formatting, types & proofs standard &/or technical (i.e., documents requiring use of legal, medical, scientific, statistical or foreign language terminology) correspondence & reports.

& IN ADDITION TO A OR B OR IN LIEU OF A OR B,

C – Serves as lead worker over secretaries & office assistants or secretaries & word processing specialists by coordinating work flow & participating in training & evaluation on daily basis or on shift or at office where no higher level supervisor/manager is located.

Produces typed copy, to including formatting or assisting in formatting, from standard or confidential written, dictated or oral instructions & proofreads work.

Performs other clerical duties (e.g., maintains files, sorts and routes mail; answers phones & screens calls; greets visitors; orders & stocks supplies; maintains calendar; makes copies; prepares materials for mailing; prepares time reports for payroll; schedules meetings).

MAJOR WORKER CHARACTERISTICS:

Knowledge of English grammar & composition; arithmetic that includes addition, subtraction, multiplication & division; administrative practices & procedures; general office practices & procedures; agency-specific office practices & procedures. Skill in operation of office machines (e.g., transcribing equipment, calculators, typewriter &/or word processors). Ability to deal with problems involving several variables within familiar context; apply principles to solve practical, everyday problems; interpret instructions in written or oral form; write routine business letters following standard procedures; complete routine forms or records; make appointments; arrange items in numerical or alphabetical order; move fingers easily to perform manual functions; assess questions & provide appropriate information or referral.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

1 yr. trg. or 1 yr. exp. in secretarial science including operation of typewriter or word processing equipment. For positions requiring manual dictation, applicants must also have 6 mos. trg. or 6 mos. in speedwriting or shorthand.

For positions requiring technical terminology, applicants must also have 6 mos. trg. or 6 mos. exp. in relevant technical terminology.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel to community site under contract with Department of Mental Health.

POSITION TITLE:

Senior Accountant

JOB DUTIES:

Prepares financial statements, business activity reports, financial position forecasts, annual budgets and/or reports required by organization. Prepares, examines and analyzes accounting records and other financial reports to assess accuracy, completeness and conformance to reporting and procedural standards to include account analysis, reconciliations and assisting with month end close.

POSITION TITLE:

Senior Auditor

JOB DUTIES:

Plans and executes financial, regulatory compliance and information systems audits and operational reviews. Evaluates effectiveness of internal controls designed to manage risks by analyzing and testing business processes and procedures to ensure system reliability and data integrity.

POSITION TITLE:

Senior Budget Analyst

JOB DUTIES:

Develops, analyzes and interprets statistical and accounting information in order to appraise operating results in terms of profitability, performance against budget and other matters bearing on the fiscal soundness and operating effectiveness of the organization. Coordinates and directs the preparation of the budget and financial forecasts, institutes and maintains other planning and control procedures and analyzes and reports variances.

POSITION TITLE:

Senior Financial Analyst

JOB DUTIES:

Analyzes business operations, trends, costs, revenues, financial commitments and obligations to project future revenues and expenses to assist with strategic plans. 3+ years experience.

JOB TITLE

Social Worker- MSW, LSW

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.)

Within scope of practice, performs psychosocial interventions with clients, performs individual, family or group intervention (e.g., counseling, testing & education of the client), develops intervention goals & objectives designed to give education & resolve client's problems in functioning, participates in process of establishing, implementing & evaluating treatment system's goals & objectives, interviews clients & client's family to establish case goals & objectives, assesses clients & determines specific intervention techniques for clients & monitors client's responses to treatment systems & provides feedback on effectiveness of prescribed treatment, evaluates lower-level social workers' cases & client's progress resulting from prescribed treatment plans.

Maintains necessary data documents to satisfy requirements of federal, state & local agencies, prepares data requiring social histories, admission/ aftercare summaries, court documents & completes forms required by law &/or department policy.

Serves on treatment teams & program development teams, attends training meetings, intradepartmental meetings & court hearings & establishes & maintains working relationship with other facilities, agencies & support services in order to coordinate referrals & conduct follow-up services.

MAJOR WORKER CHARACTERISTICS

Knowledge of departmental regulations, policy & procedures*; governmental rules & regulations; social work; counseling (group & individual); client/patient care; crisis intervention; employee instruction. Ability to counsel on sensitive matters; proofread technical materials, recognize errors & make corrections; recognize unusual or threatening conditions & take appropriate actions; understand an abstract field of study; problem solve in situations with many variables; apply social work theories, principles & techniques.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Requires current license as social worker (i.e., LSW) as issued by State of Ohio Counselor, Social Worker & Marriage & Family Therapist Board in accordance with ORC 4757.28.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Completion of continuing professional education for license renewal pursuant to ORC 4757.33.

UNUSUAL WORKING CONDITIONS

May be exposed to potentially violent patients; may require unusual work schedules or arrangements; may be exposed to unusual noises, odors or contagious diseases; may require travel to community site under contract with Department of Mental Health.

POSITION TITLE:

Specialty Imaging Technologist (ARRT Certified)

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.)

1 yr experience minimum- Medical imaging technicians or technologists explain the procedure to the patient and answer any questions about the procedure. This helps allay fears the patient may have about the procedure. The medical imaging technician must prepare, calibrate and operate medical imaging equipment such as cameras in the case of nuclear medicine technologists, ultrasound equipment, magnetic resonance imaging equipment and X-ray equipment. Technicians position the patient to provide the best angle for the imaging technology. In some cases, the technician may have to restrain the patient to avoid injury or a fall during the procedure. Imaging technicians take measurements during the procedure using the imaging equipment. Nuclear medicine technologists administer pharmaceuticals to the patient before the procedure. The technologist monitors the patient's organs and tissues after the drugs have localized. An imaging technician or technologist will determine the best images to store and present to the physician. Technicians and technologists perform safety checks on the equipment and perform repairs when necessary.

CLASS TITLE

Speech-Language Pathologist

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 assessments/evaluations (e.g., candidacy for augmentative device application within functional contexts of actions; development of skill profile; assessment of speech development relative to substitutions, omissions, deletions & additions of phonemes within connected conversational speech utterances; functional assessment of low, mid & high level cognitive linguistic function within typical contexts of application; assessment of oral & apparent pharyngeal phase function with respect to dysphagia management) of individuals to determine their level of receptive/expressive speech & language skills, swallowing skills, & social/pragmatic skills, develops, modifies & implements individual & group therapy/treatment programs to enhance individuals' communication, address swallowing deficiencies & prevent asphyxiation (e.g., recommends changes in texture of foods & consistency of liquids served during meals & snacks; recommends medical referrals; confers with medical staff regarding medications to improve swallowing; participates in/suggests participation in barium swallowing studies & follow-up) based on results from assessments/evaluations.

Designs & personally delivers speech, language & dysphagia management services, which may include hearing screenings, for individuals &/or groups (e.g., training & support for individuals using hearing aids; beginning reading; word recognition; survival signs; articulation training; use of appropriate functional, social communication skills needed during shopping, restaurant dining or other outings; use of sign language; beginning letter writing; demonstrates language techniques; how to use augmentative communication devices).

Designs & delivers in-service training to other staff on speech-language techniques/protocols to be used in carrying out individual & group communication &/or swallowing treatments/therapy on or off site; acts as sign language interpreter as necessary; participates as member of interdisciplinary team to provide professional insight & goal planning for treatment & care of individuals; attends meetings, workshops & seminars to improve/maximize professional skills & knowledge; counsels/informs guardians/family members regarding speech-language, hearing &/or swallowing issues.

Composes/completes reports, lesson plans & other program related documents necessary to implement, modify & track progress of treatment/therapy programs for individuals &/or groups; operates personal computer using office systems software &/or specialized communication software (e.g., boardmaker) to create, edit & store records, reports, lesson plans & treatment/therapy & develop augmentative communication devices (e.g., signs; photos/picture boards; communication wallets; sign language books); maintains electronic augmentative communication devices (e.g., intro-talkie; simply-say-it-plus) & hearing aids.

MAJOR WORKER CHARACTERISTICS:

Knowledge of speech - language pathology; state & federal standards for treatment of individuals with speech, language & swallowing disorders *. Skill in operation of diagnostic assessment/evaluation/screening equipment for determining level of speech, language, hearing & swallowing skills; use of augmentative communication devices &/or electronic communication devices. Ability to define problems, collect data, establish facts & draw valid conclusions; develop & modify individual &/or group treatment/therapy programs & lesson plans; gather, collate & classify information about data, people or things; establish & maintain good rapport with individuals & their guardians/family members.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Licensed as speech-language pathologist in state of Ohio per Section 4753.06 of revised code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Biennial renewal of licensure as speech-language pathologist as mandated by Section 4753.09 of revised code.

UNUSUAL WORKING CONDITIONS:

May be exposed to communicable diseases & body fluids; may be exposed to individuals displaying behavioral outbursts.

POSITION TITLE:

Speech and Language Therapist

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.)

Description: Evaluate hearing and speech/language test results, medical background information to diagnose and plan treatment for speech, language, fluency, voice and swallowing disorders. Administer hearing or speech and language evaluations, tests and examinations to patients. Develop and implement treatment plans for problems such as stuttering, delayed language, swallowing disorders and or voice problems. Document the initial evaluation, treatment, progress and discharge of patients. Instruct patients in communication techniques and teach speech, muscle and breathing exercises. Monitor patients' progress and adjust treatments accordingly.

POSITION TITLE:

State Tested Nurse Aide (STNA General)

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Provide direct patient care and assist with provisions of personal hygiene and activities of daily living (i.e. feeds, bathes, dresses, moves/lifts patients, provides preventative skin care, brushes teeth, cleans/trims fingernails, changes bedding and incontinence pads/briefs, collects vital signs, measures height & weight, measures fluid intake/output); makes observations of patient condition and timely reports/documents all findings; assists with doctor's sick call and doctor's rounds; responds to emergency by providing emergency care and cardiopulmonary resuscitation; documents all patient care; makes beds; maintains cleanliness of patient area/equipment; escorts patients as needed; communicates with patients to assess and communicate patient needs; provides assistance to healthcare staff; reviews shift report from preceding shift(s); performs other duties as assigned.

MINIMUM QUALIFICATIONS – Listed on Ohio Nurse Aide Registry and possess CPR certification for the healthcare professional; 6 months of work experience as an STNA.

POSITION TITLE:

Storekeeper 1

CLASS CONCEPT:

The full performance level class works under general supervision & requires working knowledge of inventory control & agency storeroom or warehouse procedures in order to receive & distribute stock & supplies in a one-person storeroom or in a large central warehouse &/or to operate pharmaceutical repackaging equipment.

JOB DUTIES IN ORDER OF IMPORTANCE:

(These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Receives & distributes stock, supplies &/or equipment in one- person storeroom (i.e., storeroom with no other employees, including supervisory personnel) or in large central warehouse, reviews invoices, purchase order codes &/or packing slips to ensure correctness of items & to ensure accurate quantities delivered, inspects stock for damage & expiration date if applicable, unloads stock, fills orders, delivers stock & stores appropriately.

Inventories & orders supplies &/or equipment; completes inventory & other related records; rotates stock for efficient storage; moves furniture, processes in-coming &/or out-going mail; cleans & organizes storeroom; photocopies material; operates forklift &/or other equipment to move & store stock or equipment; checks other warehouse personnel's orders for correctness, packages drug orders after inspection & places completed orders in proper location for delivery to customers; operates pharmaceutical repackaging equipment to count fill, package, cap &/or label medication bottles &/or packages; maintains repackaging equipment & maintains records of lot numbers & expiration dates.

MAJOR WORKER CHARACTERISTICS:

Knowledge of inventory control; agency storeroom or warehouse procedures*; addition, subtraction, multiplication, division, fractions, percentages; OSHA &/or other applicable safety standards & practices*. Skill in operation of equipment (e.g., pharmaceutical repackaging, forklift)*. Ability to recognize unusual or threatening conditions (e.g., chemical storage) & take appropriate action; sort items into categories according to established methods; complete forms accurately; work alone on most tasks; lift up to 60 lbs. of stock or equipment repeatedly.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions & percentages; 3 mos. trg. or 3 mos. exp. in inventory control. In addition, employees working in a drug central warehouse or storeroom must pass security screen.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to extreme temperatures while working in cold storage or outdoors.

POSITION TITLE: SWITCHBOARD OPERATOR
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JOB DUTIES:

Operates communication systems, such as telephone, switchboard, intercom, two-way radio, or public address.

Answer incoming calls, greeting callers, providing information, transferring calls and/or taking messages as necessary.

Route emergency calls appropriately.

Page individuals to inform them of telephone calls, using paging and interoffice communication equipment.

Relay and route verbal and written messages.

Place telephone calls and arrange conference calls as instructed.

Performs clerical duties, such as typing, proofreading, accepting orders, scheduling appointments, and sorting mail.

Keeps records of calls placed and charges incurred.

May include monitoring alarm systems in order to ensure that secure conditions are maintained.

MAJOR WORK CHARACTERISTICS:

Receives and routes calls on multi-line system, takes messages.

Greets visitors and public.

Type, sorts, routes and distributes outside and intra-office mail.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Proficient in switchboard system, electric typewriter.

Must type at least 45+ w.p.m.

Knowledgeable of common English grammar.

Six months experience in an associated business environment.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

NOT APPLICABLE.

UNUSUAL WORKING CONDITIONS:

POSITION TITLE:

Tax Accountant

JOB DUTIES:

Computes taxes owed and prepares tax returns, ensuring compliance with payment, reporting and other tax requirements.

CLASS TITLE	_____	_____
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Technical Writer 1

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Checks plans, proposals & project data for mathematical accuracy, evaluates test data &/or materials received for specification conformance & prepares & processes test project &/or program reports (e.g., calculates test data, transcribes test data from worksheets to test reports & record cards & generates reports via typewriter &/or computer; reviews construction plans, specifications & manufacturer's shop drawings for project requirements of sign & lighting materials, evaluates certifications for specification conformance & prepares & issues laboratory reports of approval or non-approval).

Maintains files & test records; prepares file folders for new projects &/or related documentation; prepares correspondence; responds to routine inquiries.

MAJOR WORKER CHARACTERISTICS:

Knowledge of mathematics to include algebra & geometry; office practices & procedures; business communication; technical writing; agency policies, procedures & regulations pertaining to technical writing related to construction project & materials reports*. Skill in operation of office machines (e.g., typewriter, telex/teletype, computer, calculator)*. Ability to read, copy & record figures accurately; sort items into categories according to established methods; gather, collate & classify information.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes algebra & geometry & in reading, writing & speaking common English vocabulary; 1 course or 3 mos. exp. in technical writing or business communication; 3 mos. trg. or 3 mos. exp. in office practices & procedures; 6 mos. trg. or 6 mos. exp. in reviewing, recording or checking construction plans, specifications, shop drawings, project data or material control test data.

-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.

CLASS TITLE Technical Writer 2	:	
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JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Creates, writes & edits reports from data & coordinates &/or reviews work of lower-level personnel (e.g., reviews reports & worksheets for proper & required information, checks aggregate gradations, schedules required tests, calculates & transcribes test data & checks maintenance material against purchase order requirements; collects, analyzes & tabulates information pertinent to material/construction project & source data; operates computer to establish contractor records, coordinates publication of contractors list & gathers information to print bi-monthly letting list; prepares preliminary legislation; assists in development of statewide studies; checks information contained on reports for compliance with specifications; checks plans, proposals & project data for mathematical & technical accuracy.

Maintains files (e.g., test data, work sheets, reports, waivers, purchase orders, proposals, contracts); prepares correspondence; writes teletypes & waiver requests; responds to inquiries from contracting personnel &/or general public.

MAJOR WORKER CHARACTERISTICS:

Knowledge of mathematics to include algebra & geometry; office practices & procedures; business communication; technical writing; agency policies, procedures & regulations pertaining to technical writing related to construction project & materials reports*. Skill in operation of office machines (e.g., typewriter, telex/teletype, computer, calculator). Ability to collect data, establish facts & draw valid conclusions; write & edit reports; gather, collate & classify information.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes algebra & geometry & in reading, writing & speaking common English vocabulary; 12 mos. trg. or 12 mos. exp. in technical writing of reports & related materials concerning construction & highway maintenance projects, material control test data &/or proposals.

-Or 12 mos. exp. as Technical Writer 1, 84361.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT :

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

POSITION TITLE:**TRUCKDRIVER: LIGHT, MEDIUM AND HEAVY****JOB DUTIES:**

Ability to drive a truck within a city or industrial area for the purpose of transporting material, merchandise, equipment or workers between various types of locations.

Obey traffic laws, and follow established traffic and transportation procedures.

Report any mechanical problems encountered with vehicles.

Loads and/or unloads trucks, vans and automobiles as required with or without helpers.

Verify the contents of inventory loads against shipping papers.

Report delays, accidents or other traffic and transportation situations to bases or other vehicles using telephones or mobile two-way radios.

Make minor mechanical repairs, keeps truck in good working order.

MAJOR WORK CHARACTERISTICS:

The temporary service personnel will need to be proficient in the operation of light truck (straight truck) under 1/2 ton, generally four wheels, and/or

Operation of medium truck (straight truck) 1-1/2 tons to 4 tons, inclusive, usually 6 wheels, and/or

Operation of heavy truck (straight truck) over 4 tons, usually 10 wheels.

Ability to exert maximum muscle force to lift, push, pull or carry objects.

Ability to quickly and repeatedly adjust the controls of a machine or vehicle to the exact positions.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Ability to read maps and know your location in relation to the environment or to know where other objects are in relation to you.

Ability to understand written and verbal instructions.

The ability to communicate well with others.

Mathematical ability including basic addition, subtraction, multiplication and division, reading and writing common English grammar.

Valid state of Ohio driver's license, valid Commercial Driver's licenses as required by law.

No convictions for moving violations in the past 12 months.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

NOT APPLICABLE.

UNUSUAL WORKING CONDITIONS:

POSITION TITLE:

Ultrasound Technologist (Sonographer)

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.)

Working in the ultrasound/radiology department under the direction of a Radiologist, the ultrasonographer performs ultrasound procedures using a transducer positioned against the patient to transmit and receive sound waves. Ultrasound assists in the diagnosis of cancer, fetal abnormalities, and other internal abnormalities and disease. Requires extensive training anatomy, physiology, physics, imaging techniques, patient care, and basic nursing. Minimum 2 years of training through a credentialed educational program. Professional registration with American Registry of Diagnostic Medical Sonographers with subspecialties granted in OB/GYN, Abdomen, and Neuro Sonography.

POSITION TITLE:

Word Processing Specialist 1

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Operates word processing equipment & software to produce basic material (i.e., simple, repetitive data which does not involve establishment of document formats or correction of punctuation or grammar) (e.g., completes forms, types lists or address labels) &/or routine material (i.e., documents requiring formatting & correction of punctuation & grammar) (e.g., correspondence, minutes of meetings, newsletters, short reports, articles) from written copy, confidential notes or transcribed from dictaphone, enters on word processing equipment to create, revise or delete document formats, backs up data to disc or tape for future retention, ensures directory &/or subdirectory file maintenance, proofreads final material for accuracy & completeness & batches or prioritizes incoming work.

Performs clerical duties (e.g., acts as receptionist, answers telephone, screens or refers calls & takes messages, sorts & distributes mail, updates & maintains filing system, operates photocopier & calculator &/or adding machine, maintains record of completed work &/or miscellaneous logs, orders & distributes office supplies, sorts &/or batches incoming work); operates typewriter to produce correspondence, simple reports, forms, lists &/or labels; ensures proper maintenance of word processing equipment.

MAJOR WORKER CHARACTERISTICS:

Knowledge of word processing techniques & procedures; office practices & procedures; fractions & percentages. Skill in operating word processing equipment; operating typewriter keyboard; operating dictaphone/transcriber. Ability to interpret variety of instructions in written, oral, picture or schedule form; copy material accurately & recognize grammatical & spelling errors; sort items into categories according to established methods; handle routine telephone &/or face to face contacts.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

1 course or 3 mos. exp. in using word processing equipment & related software; 3 mos. trg. or 3 mos. exp. in office practices & procedures; formal education in arithmetic that includes fractions & percentages & in reading, writing & speaking common English vocabulary.

- Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Work involves constant deadlines, work pile ups, constant noise (e.g., word processor, printer) & interruptions; confined to work area for long periods of time.

POSITION TITLE:

Word Processing Specialist 2

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Operates word processing equipment & software to produce &/or merge complex technical material (i.e., documents requiring use of legal, medical, scientific, statistical or foreign language terminology & applications) (e.g., contracts, legal briefs, affidavits, grant proposals, health record reports, tax comparison charts, architectural, computer-related, financial, mechanical, highway engineering reports, administrative consultation or management reports, manuals &/or textbooks requiring knowledge of specific technical terminology &/or applications). Interprets materials & transcribes from Dictaphone, optically scanned documents, written copy, rough draft or confidential notes, proofreads documents for correct spelling, punctuation & grammar, revises, modifies & merges corrected information on word processing equipment, backs up data to disc or tape for future retention, ensures directory &/or subdirectory file maintenance & performs mathematical calculations on word processing equipment.

Performs clerical duties (e.g., acts as receptionist, answers telephone, screens calls or visitors & takes messages, updates & maintains filing system; updates, maintains & files completed work &/or miscellaneous logs; sorts & distributes mail; prepares, stamps &/or sorts outgoing mail; orders & distributes office supplies; schedules appointments; troubleshoots or arranges for repairs & maintenance of office equipment; prepares & duplicates diskettes &/or magnetic card record keeping system; proofreads final material for accuracy & completeness; sorts &/or batches incoming work; operates photocopier & calculator &/or adding machine; saves or retrieves information; operates typewriter to produce basic routine material (e.g., correspondence, labels, lists, simple reports); searches files for inquiries or missing data for reports), ensures proper maintenance of word processing equipment.

MAJOR WORKER CHARACTERISTICS:

Knowledge of word processing techniques & procedures; office practices & procedures; fractions & percentages; technical terminology in the appropriate area. Skill in operating word processing equipment; operating typewriter keyboard; operating dictaphone/transcriber. Ability to interpret variety of instructions in written, oral, picture or schedule form; copy material accurately & recognize grammatical & spelling errors; sort items into categories according to established methods; handle routine telephone &/or face to face contacts.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

9 mos. trg. or 9 mos. exp. in using word processing equipment & related software; 3 mos. trg. or 3 mos. exp. in transcription; 9 mos. trg. or 9 mos. exp. in office practices & procedures; 1 course or 3 mos. exp. in the appropriate technical terminology; formal education in arithmetic that includes fractions & percentages & in alphabetizing, English grammar, punctuation & editing of common English vocabulary.

-Or 6 mos. exp. as Word Processing Specialist 1, 12611.

- Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Work involves constant deadlines, work pile ups, constant noise (e.g., word processor, printer) & interruptions; confined to work area for long periods of time.