



# OBM

## The new OBM Travel Rule

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The new Travel Rule became effective October 1, 2009. To support the changes made to the rule, the State is leveraging processes that have been used successfully at the federal level and deployed in other states.

### Highlights of the OBM Travel Rule include:

- An approved travel authorization is needed prior to all travel
- The State will reimburse based on rates for lodging within the Continental United States (CONUS) set by the federal General Service Administration (GSA)
  - Maximum rates for lodging are set by location
  - Per diems for meals & incidentals are set by location
- International travel will be reimbursed on actual expenses within reason
- Employees are expected to submit travel and expense reimbursement requests within 60 days of travel. In no case shall an employee be able to submit a request for reimbursement after 90 days
- OBM Director retains discretion to establish mileage reimbursement rate and review on a quarterly basis
- The State of Ohio Travel Card program has been discontinued and no new cards will be issued. Current cardholders may retain their cards.
- All travel reimbursement will be made via EFT to the same bank account that an employee has established for his/her state pay



## Office of Budget and Management

John R. Kasich  
Governor

Timothy S. Keen  
Director

### MEMORANDUM

January 31, 2013

TO: All State Agencies, Departments, Offices, Boards, and Commissions

FROM: Timothy S. Keen, Director *TK*  
Office of Budget and Management

SUBJECT: Mileage Reimbursement Rates for FY 2013, Third Quarter

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The Office of Budget and Management has completed the quarterly review of the mileage reimbursement rate as required in the OBM Travel Rule, and determined that the rate will remain at \$.45 per mile for the third quarter of FY 2013.

If this rate in any way conflicts with the provisions of a current collective bargaining agreement, the terms of any such agreement will prevail.

Questions regarding the mileage reimbursement rate may be directed to Aggie Howard at [Aggie.Howard@obm.state.oh.us](mailto:Aggie.Howard@obm.state.oh.us) or 614-466-5670.



U.S. General Services Administration

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## FY 2013 Per Diem Rates for Ohio

(October 2012 - September 2013)

SEARCH BY CITY, STATE OR ZIP CODE

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## ADDITIONAL PER DIEM TOPICS

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[FAQs](#)  
[State Tax Exemption Forms](#)  
[Factors Influencing Lodging Rates](#)  
[FY 2012 Per Diem Highlights](#)  
[Fire Safe Hotels](#)  
[Have a Per diem Question?](#)  
[Downloadable Per Diem Files](#)

Cities not appearing below may be located within a county for which rates are listed.

To determine what county a city is located in, visit the [National Association of Counties \(NACo\) website \(a non-federal website\)](#).

You searched for: Ohio

Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)												Meals & Inc. Exp.**
		2012 Oct	Nov	Dec	2013 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Standard Rate	Applies for all locations without specified rates	77	77	77	77	77	77	77	77	77	77	77	77	46
Akron	Summit	87	87	87	87	87	87	87	87	87	87	87	87	51
Canton	Stark	89	89	89	89	89	89	89	89	89	89	89	89	51
Cincinnati	Hamilton / Clermont	118	118	118	118	118	118	118	118	118	118	118	118	56
Cleveland	Cuyahoga	101	101	101	101	101	101	101	101	101	101	101	101	56
Columbus	Franklin	94	94	94	94	94	94	94	94	94	94	94	94	56
Dayton / Fairborn	Greene, Darke and Montgomery	82	82	82	82	82	82	82	82	82	82	82	82	56
Hamilton	Builer and Warren	92	92	92	92	92	92	92	92	92	92	92	92	51
Medina / Wooster	Wayne and Medina	86	86	86	86	86	86	86	86	86	86	86	86	51
Mentor	Lake	86	86	86	86	86	86	86	86	86	86	86	86	46
Sandusky / Bellevue	Erie / Huron	77	77	77	77	84	84	84	84	84	84	84	77	46
Youngstown	Mahoning and Trumbull	84	84	84	84	84	84	84	84	84	84	84	84	51

\* NOTE: Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.

\*\* Meals and Incidental Expenses, see [Breakdown of M&IE Expenses](#) for important information on first and last days of travel.

## CONTACTS

[Additional Contacts for](#)[Travel Management Policy](#)

## NEED MORE INFORMATION?

[Rates for Alaska, Hawaii, U.S. Territories and Possessions \(set by DoD\)](#)  
[Rates in Foreign Countries \(Set by State Dept.\)](#)  
[Federal Travel Regulations \(FTR\)](#)

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Last Reviewed 2013-01-18

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126-1-02

**Rates and requirements for reimbursement of travel expenses of state agents.****(A) Definitions**

- (1) "Compensation" means payment for services rendered, whether made on an hourly, per diem, salaried, or fee basis but does not include reimbursement of travel expenses.
- (2) "Headquarters" means the office address at which a state agent has his/her primary work assignment.
- (3) "Continental U.S. travel" means travel within the Continental United States, including the lower forty-eight states, excluding Hawaii and Alaska.
- (4) "International travel" means travel outside of the Continental United States, including Hawaii and Alaska.
- (5) "Reimbursable travel expenses" means the following expenses, in addition to lodging, meals, per diem, and mileage, which are actually incurred as a necessary part of approved travel:
  - (a) Miscellaneous transportation expenses including parking charges, road tolls, and other reasonably incurred transportation expenses directly related to authorized travel, provided such expenses are listed separately on a state agent's travel expense reimbursement request;
  - (b) Commercial transportation expenses paid by the state agent including taxi cabs, rental cars, airfare, ferries, subways, bus, trains, and other commercial transportation providers;
  - (c) Registration fees paid by the state agent, which include conferences, seminars, meetings, and other professional events;
  - (d) Miscellaneous business expenses including telephone, facsimile, internet, and other similar charges paid by the state agent for official state business;
  - (e) Miscellaneous living expenses including laundry, dry cleaning, personal telephone calls, postage, and other living expenses.
- (6) "Non-reimbursable travel expenses" include, but are not limited to, the following:
  - (a) Alcoholic beverages purchased by the state agent;
  - (b) Entertainment expenses paid by the state agent;

(1) Authority for travel

All travel by state agents at state expense or on paid travel status must be authorized prior to travel by the head of a state agency or his/her designee. Travel may be authorized only for official state business and only if the state agency has the financial resources to reimburse the state agent for travel expenses. State agents who are traveling or who are on paid travel status must, at all times, use prudent judgment in the use of state resources, incurring only those expenses necessary to carry out the official business of the state.

(2) Reporting requirements

(a) A state agent who has traveled at state expense and is requesting reimbursement of his/her travel expenses by a state agency shall report his/her travel expenses as prescribed by the office of budget and management. A state agent shall submit the travel expense reimbursement request within sixty days of the last date of travel. This time frame may be extended by the head of the state agency or his/her designee if mitigating circumstances exist, but in no case may this time frame exceed ninety days. A completed request for travel expense reimbursement may be denied by the office of budget and management for reasons including, but not limited to, a state agent's failure to submit the request in a timely, accurate, or truthful manner.

(b) A state agent shall obtain and provide all receipts required by this rule.

(c) At no time shall a state agent claim or be reimbursed more than is allowable under this rule.

(3) Approval of travel

When the head of a state agency or his/her designee approves of a state agent's travel, such action constitutes certification of the propriety of the reimbursement of such state agent's travel expenses. The head of a state agency or his/her designee may require any reasonable form of verification of an expense if he/she determines that additional verification is necessary to his/her certification of the propriety of the reimbursement or if required receipts are not available.

(4) Reimbursement of expenses

A state agent shall be reimbursed for his/her travel expenses as authorized by this rule upon approval by the head of a state agency or his/her designee. Reimbursement for travel expenses shall be via electronic funds transfer (EFT) and to the same bank account that a state agent has established for

A state agent shall not be reimbursed for mileage commuting from his/her residence to his/her headquarters nor from his/her headquarters to his/her residence.

Travel expense reports shall indicate all intermediate destinations (i.e., specify intermediate towns and cities but not stops within a town or city) between the commencement and termination of travel as well as all vicinity mileage after arrival at destination. Reimbursement shall be made to only one of two or more state agents traveling in the same privately owned automobile, and the names of their respective state agencies shall be listed on the travel expense reimbursement request.

(3) Travel by commercial transportation

(a) Travel by commercial transportation is authorized at the lowest available rate. When any segment of travel by commercial transportation exceeds eight hours, the head of the state agency may authorize business class travel for the state agent.

(b) State funds shall not be expended to pay for unused reservations with commercial transportation unless the state agency is satisfied that failure to cancel or use the reservation was unavoidable.

(c) Travel within the state of Ohio by common air carrier at the lowest available rate is authorized for elected officials, directors, assistant directors, deputy directors, board and commission members, and heads of state agencies. State employees not listed above are authorized to travel within the state of Ohio by common air carrier at the lowest available rate only if flying is more economical than other modes of travel.

(d) Reimbursement is authorized for car rental if car rental is more economical than any other mode of transportation or if the state agent's destination is not easily accessible by any other mode of transportation.

(4) Required receipts for transportation expenses

Except as otherwise provided, receipts are required for all service expenses incurred in connection with the operation of state-owned automobiles, all commercial transportation expenses, and all miscellaneous transportation expenses exceeding ten dollars.

(D) Meal, incidental, and miscellaneous business expenses in the Continental U.S.

(1) Restrictions and reimbursement per diem

(E) International meal, incidental, and miscellaneous business expenses

- (1) A state agent traveling outside the Continental U.S., assigned to a foreign office, or otherwise on approved international travel status, including international conferences, shall be entitled to reimbursement of meals at actual cost when such cost is reasonable as determined by the head of the state agency or his/her designee.
- (2) If the state agent is in overnight international travel status for more than one week, including a weekend, miscellaneous living expenses will be reimbursed.
- (3) Receipts shall be required for all international travel expenses, which includes commercial transportation, lodging, meal, incidental expenses, and miscellaneous living expenses. A receipt shall be required for any single miscellaneous business expense charge exceeding ten dollars. State agents shall first use any free internet or phone services prior to incurring these expenses.

(F) Lodging

(1) Continental U.S.

Reimbursement for lodging in commercial establishments is authorized per state agent per calendar day in accordance with the per diem rates established by the U.S. General Services Administration for reimbursement of expenses incurred while on official travel within the Continental U.S. at actual cost up to the maximum allowable lodging rate for that location, plus applicable taxes on the entire room.

(2) International

Reimbursement for lodging in commercial establishments is authorized per state agent per calendar day at actual cost when such cost is reasonable as determined by the head of a state agency or his/her designee.

(3) Receipts are required for all lodging expenses.

(4) Overnight lodging may be reimbursed only when the state agent is traveling on official state business and is either:

- (a) At a location greater than forty-five miles of both the state agent's residence and headquarters, or;
- (b) At a location greater than thirty miles of both the state agent's residence and headquarters for conference purposes.

(H) Agency contractors

State agencies desiring to reimburse travel, lodging, and meal expenses should negotiate such reimbursement with the contractor or vendor when negotiating the cost of the contract, but shall not negotiate rates higher than those authorized by this rule.

(I) Exceptions

(1) Upon written request submitted to the director of budget and management by the head of a state agency or his/her designee prior to the expense being incurred, the director of the office of budget and management may grant exceptions to this rule only for travel by law enforcement officials, insurance examiners, state agents on continuous travel status for two or more consecutive days, state agents requiring special travel arrangements due to a disability, and state agents whose workday is other than eight a.m. to five p.m. or if state agents whose in-state travel and lodging arrangements are economically advantageous to the state. Other exceptions may be granted upon a written request submitted to the director of budget and management by the head of a state agency or his/her designee prior to the expense being incurred or, at the director's discretion, after the expense has been incurred. No exception shall remain in effect for more than one fiscal year.

(J) Amendment to this rule

An amendment to this rule applies to travel on or after the effective date of the amendment.

E1 Exempts Pay Range Schedule  
Rates Effective July 2008

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	\$10.07 \$20,946	\$10.52 \$21,882	\$10.97 \$22,818	\$11.44 \$23,795		
2	\$12.21 \$25,397	\$12.73 \$26,478	\$13.28 \$27,622	\$13.86 \$28,829		
3	\$12.79 \$26,603	\$13.37 \$27,810	\$13.96 \$29,037	\$14.57 \$30,306		
4	\$13.43 \$27,934	\$14.03 \$29,182	\$14.70 \$30,576	\$15.36 \$31,949		
5	\$14.09 \$29,307	\$14.73 \$30,638	\$15.36 \$31,949	\$16.03 \$33,342		
6	\$14.85 \$30,888	\$15.46 \$32,157	\$16.15 \$33,592	\$16.81 \$34,965		
7	\$15.77 \$32,802	\$16.35 \$34,008	\$17.02 \$35,402	\$17.62 \$36,650	\$18.30 \$38,064	
8	\$16.66 \$34,653	\$17.40 \$36,192	\$18.15 \$37,752	\$18.97 \$39,458	\$19.78 \$41,142	
9	\$17.78 \$36,982	\$18.70 \$38,896	\$19.62 \$40,810	\$20.60 \$42,848	\$21.65 \$45,032	
10	\$19.19 \$39,915	\$20.23 \$42,078	\$21.32 \$44,346	\$22.55 \$46,904	\$23.76 \$49,421	
11	\$20.89 \$43,451	\$22.11 \$45,989	\$23.39 \$48,651	\$24.71 \$51,397	\$26.11 \$54,309	
12	\$23.04 \$47,923	\$24.34 \$50,627	\$25.65 \$53,352	\$27.07 \$56,306	\$28.58 \$59,446	\$30.13 \$62,670
13	\$25.40 \$52,832	\$26.80 \$55,744	\$28.27 \$58,802	\$29.78 \$61,942	\$31.45 \$65,416	\$33.16 \$68,973
14	\$27.93 \$58,094	\$29.51 \$61,381	\$31.10 \$64,688	\$32.80 \$68,224	\$34.65 \$72,072	\$36.59 \$76,107
15	\$30.68 \$63,814	\$32.41 \$67,413	\$34.24 \$71,219	\$36.12 \$75,130	\$38.13 \$79,310	\$40.22 \$83,658
16	\$33.83 \$70,366	\$35.71 \$74,277	\$37.67 \$78,354	\$39.79 \$82,763	\$41.98 \$87,318	\$44.38 \$92,310
17	\$37.28 \$77,542	\$39.34 \$81,827	\$41.54 \$86,403	\$43.83 \$91,166	\$46.27 \$96,242	\$48.86 \$101,629
18	\$41.08 \$85,446	\$43.36 \$90,189	\$45.80 \$95,264	\$48.31 \$100,485	\$50.99 \$106,059	\$53.84 \$111,987

E1 Exempts (Step 7 Only) Pay Range Schedule  
Rates Effective July 2008 thru June 2009

Range	Step 7
12	\$31.80
	\$66,144
13	\$34.98
	\$72,758
14	\$38.57
	\$80,226
15	\$42.44
	\$88,275
16	\$46.81
	\$97,365
17	\$51.56
	\$107,224
18	\$56.80
	\$118,144

E2 Exempt Pay Range Schedule  
Rates Effective July 2008

Range	Minimum	Maximum
41	\$16.23	\$37.25
	\$33,758	\$77,480
42	\$17.89	\$41.14
	\$37,211	\$85,571
43	\$19.70	\$45.31
	\$40,976	\$94,245
44	\$21.73	\$49.50
	\$45,198	\$102,960
45	\$24.01	\$54.04
	\$49,941	\$112,403
46	\$26.43	\$59.06
	\$54,974	\$122,845
47	\$29.14	\$64.45
	\$60,611	\$134,056
48	\$32.14	\$70.33
	\$66,851	\$146,286
49	\$35.44	\$75.94
	\$73,715	\$157,955

**STATE OF OHIO (DAS)  
CLASSIFICATION  
SPECIFICATION**

**CLASSIFICATION SERIES:**

Attorney

**SERIES NO.:**

6384

**MAJOR AGENCIES:**

All Agencies

**EFFECTIVE DATE:**

08/20/2006

**SERIES PURPOSE:**

The purpose of the attorney occupation is to protect state or public interests by providing legal analysis of problems, representing state in lawsuits, administrative hearings & negotiations, by providing legal advice or presiding over quasi-judicial hearings.

At the lower levels, incumbents provide legal advice to administrators or preside over quasi-judicial hearings. At the higher levels, incumbents supervise legal staff or manage legal programs.

**CLASS TITLE**

Legal Intern

**CLASS NUMBER**

63840

**PAY RANGE**

28

**EFFECTIVE**

03/26/1990

**CLASS CONCEPT:**

The entry level class works under immediate supervision & requires some knowledge of law & legal research methods in order to assist attorneys by conducting legal research & writing memorandums or other legal documents.

**CLASS TITLE**

Law Clerk

**CLASS NUMBER**

63841

**PAY RANGE**

30

**EFFECTIVE**

03/26/1990

**CLASS CONCEPT:**

The entry level class works under immediate supervision & requires some knowledge of law & legal research methods in order to assist attorneys by conducting legal research & writing memorandums or other legal documents.

**CLASS TITLE**

Attorney 1

**CLASS NUMBER**

63842

**PAY RANGE**

31

**EFFECTIVE**

08/20/2006

**CLASS CONCEPT:**

The developmental level class works under supervision & requires working knowledge of law & legal research methods in order to conduct legal research & assist higher-level attorneys prepare for cases or negotiations.

**CLASS TITLE**

Attorney 2

**CLASS NUMBER**

63843

**PAY RANGE**

32

**EFFECTIVE**

08/20/2006

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of substantive & procedural law in order to provide legal advice or to preside over quasi-judicial administrative hearings.

**CLASS TITLE**

Attorney 3

**CLASS NUMBER**

63844

**PAY RANGE**

33

**EFFECTIVE**

08/20/2006

**CLASS CONCEPT:**

The advanced level class works under direction & requires thorough knowledge of substantive & procedural law in order to serve as lead staff attorney by providing legal advice or to preside over quasi-judicial administrative hearings involving statewide impact or most complex issues.

**CLASS TITLE**

Attorney 4

**CLASS NUMBER**

63845

**PAY RANGE**

14

**EFFECTIVE**

08/06/1995

**CLASS CONCEPT:**

The first management level class works under general direction & requires thorough knowledge of substantive & procedural law & laws, rules & procedures applicable to operations of employing agency in order to supervise legal, other professional & support staff or to serve as management level employee & provide legal counsel & advice to appointing authority.

**CLASS TITLE**

Attorney 5

**CLASS NUMBER**

63846

**PAY RANGE**

15

**EFFECTIVE**

08/06/1995

**CLASS CONCEPT:**

The second management level class works under administrative direction & requires extensive knowledge of substantive & procedural law & laws, rules & procedures applicable to operations of employing agency in order to plan, direct & coordinate legal program of agency (i.e., cases have no legal impact on other state agencies, governmental jurisdictions &/or private sector) or large division of major state agency (i.e., cases have legal impact on other state agencies, governmental jurisdictions &/or private sector).

**CLASS TITLE**

Attorney 6

**CLASS NUMBER**

63847

**PAY RANGE**

16

**EFFECTIVE**

08/06/1995

**CLASS CONCEPT:**

The third management level class works under administrative direction & requires extensive knowledge of substantive & procedural law & laws, rules & procedures applicable to operations of employing agency in order to plan, direct & coordinate legal program of major state agency (i.e., cases have legal impact on other state agencies, governmental jurisdictions &/or private sector).

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Legal Intern	63840	14	03/26/1990	28

**JOB DUTIES IN 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 attorneys by conducting legal research on defined or potential issues in cases, locates & reviews case & statutory law, constitutions, state &/or federal rules &/or legal treatises to determine applicability & support for substantive & procedural legal issues, compiles & analyzes findings & writes legal memoranda or portions of legal briefs &/or prepares oral reports of research findings.

Edits legal documents & sheppardizes cases to ensure current viability; reviews court transcripts & records observations; reviews motions, pleadings, correspondence &/or other legal documents to identify issues or recommend changes.

Coordinates work with clerical staff to ensure compliance with court rules for formatting & to ensure deadlines are met; photocopies cases, transcripts &/or other legal materials.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of law (e.g., criminal, contract, tort, rules of evidence); legal research methods; legal writing; civil, criminal &/or administrative rules of procedure\*. Ability to define legal problems, collect data, establish facts & draw valid conclusions; ability to organize & interpret extensive variety of legal material in books or journals; communicate verbally regarding legal issues.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Certificate as legal intern as issued by Ohio Supreme Court.

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

Must maintain enrollment in law school.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Law Clerk	63841	14	03/26/1990	30

**JOB DUTIES IN 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 attorneys by conducting legal research on defined or potential issues in cases, locates & reviews case & statutory law, constitutions, state &/or federal rules &/or legal treatises to determine applicability & support for substantive & procedural legal issues, compiles & analyzes findings & writes legal memoranda or portions of legal briefs &/or prepares oral reports of research findings.

Edits legal documents & sheppardizes cases to ensure current viability; reviews court transcripts & records observations; reviews motions, pleadings, correspondence &/or other legal documents to identify issues or recommend changes.

Coordinates work with clerical staff to ensure compliance with court rules for formatting & to ensure deadlines are met; photocopies cases, transcripts &/or other legal materials.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of law (e.g., criminal, contract, tort, rules of evidence); legal research methods; legal writing; civil, criminal &/or administrative rules of procedure\*. Ability to define legal problems, collect data, establish facts & draw valid conclusions; ability to organize & interpret extensive variety of legal material in books or journals; communicate verbally regarding legal issues.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Graduate degree in law.

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

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Attorney 1	63842	14	08/20/2006	31

**JOB DUTIES IN 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 legal research on assigned issues, legislation, agency policies, rules &/or programs, locates & reviews case & statutory law, constitutions, state &/or federal rules &/or legal treatises, analyzes findings & writes legal memoranda, legal briefs, pleadings &/or motions.

Assists higher-level attorneys prepare for cases or negotiations or provides recommendations regarding legal advice to administrators; edits & proofreads documents; drafts simple contracts, leases or agreements; coordinates work of clerical staff; responds to inquiries from agency employees, government officials &/or general public.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of law (i.e., procedural & substantive); legal research methods; legal writing; interviewing; laws, rules & procedures applicable to operations of employing agency\*. Ability to deal with large number of variables & determine specific course of action; organize & interpret extensive variety of legal material in books, journals or legal documents; communicate verbally regarding legal issues; handle sensitive contacts with government officials &/or general public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Admission to Ohio Bar pursuant to Section 4705.01 of Revised Code.

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

Completion of 24 credit hours of continuing legal education from accredited programs for applicable two-year reporting period pursuant to Rule X of Rules of Government of Bar of Ohio. Current certificate of registration pursuant to Rule VII of Rules of Government of Bar of Ohio.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Attorney 2	63843	14	08/20/2006	32

**JOB DUTIES IN 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 legal advice & consultation to agency &/or institutional personnel, researches general issues (i.e., interpretation & application of laws, rules, court decisions/orders & procedures affecting daily operations) & assists agency's chief legal counsel, Office of Attorney General, county prosecutors &/or special counsel in resolution, negotiation, settlement &/or litigation of legal matters,

OR

Presides over quasi-judicial administrative hearings (e.g., ensures preservation of record; listens to witness testimony; rules on motions & objections; assesses witness credibility) & prepares written recommendations containing findings of fact & conclusions of law (i.e., cases involve issues which do not have statewide impact; cases heard are restricted to specific geographic region or agency other than Office of Attorney General; serves as district hearing officer in Industrial Commission).

Provides legal advice & responds to inquiries from state &/or county agency administrators, general public, legislators &/or government officials; investigates complaints of regulated industries & gathers & preserves evidence; attends meetings with attorneys &/or in-house counsel; testifies in court.

Conducts legal research of case & statutory law, constitutions, state &/or federal rules &/or legal treatises; drafts motions, pleadings, memoranda, contracts, leases, agreements, orders &/or other documents for agency staff; prepares reports & maintains records; monitors work of clerical staff to ensure work is performed properly.

Reviews agency programs & policies for legal implications &/or drafts new policies; reviews &/or drafts legislation &/or administrative rules; drafts advisory opinions for boards, commissions or other government officials; conducts grievance hearings.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of law (i.e., procedural & substantive); legal research methods; legal writing; interviewing; laws, rules & procedures applicable to operations of employing agency\*. Ability to deal with large number of variables & determine specific course of action; organize & interpret extensive variety of legal material in books, journals or legal documents; communicate verbally regarding legal issues; handle sensitive contacts with government officials, adverse parties &/or general public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Admission to Ohio Bar pursuant to Section 4705.01 of Revised Code.

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

Completion of 24 credit hours of continuing legal education from accredited programs for applicable two-year reporting period pursuant to Rule X of Rules of Government of Bar of Ohio. Current certificate of registration pursuant to Rule VII of Rules of Government of Bar of Ohio.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Attorney 3	63844	14	08/20/2006	33

**JOB DUTIES IN 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 or senior staff attorney by providing work direction & training to lower-level attorneys, provides legal advice & consultation to agency &/or institutional personnel, researches variety of legal issues including most complex legal concerns & assists in resolution, negotiation, settlement &/or litigation of legal matters,

OR

Presides over quasi-judicial administrative hearings (e.g., ensures preservation of record; listens to witness testimony; rules on motions & objections; assesses witness credibility) & prepares written decision containing findings of fact & conclusions of law (i.e., cases involve issues having statewide impact; decisions are only appeal able to civil court system; cases involve multiple & most complex type of issues such as tax assessment audits, workers' compensation disability determinations/allowances, unemployment compensation appeals; serves as staff hearing officer in Industrial Commission).

Conducts legal research of case & statutory law, constitutions, state &/or federal rules, opinions &/or orders; drafts motions, pleadings, memoranda, contracts, leases, agreements, orders &/or other documents for agency staff; prepares reports & maintains records; prepares transcripts for appellate review.

Reviews agency programs & policies for legal implications &/or drafts new policies; reviews &/or drafts legislation &/or administrative rules; drafts advisory opinions for boards, commissions or other governmental officials; monitors work of clerical staff.

Provides legal advice to & responds to inquiries from state &/or county agency administrators, general public, legislators &/or government officials; attends meetings with attorneys &/or in-house counsel.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of law (i.e., procedural & substantive); legal research methods; legal writing; interviewing; laws, rules & procedures applicable to operations of employing agency\*; employee training & development\*. Ability to deal with large number of variables & determine specific course of action; organize & interpret extensive variety of legal material in books, journals or legal documents; communicate verbally regarding legal issues; handle sensitive contacts with government officials, adverse parties &/or general public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Admission to Ohio Bar pursuant to Section 4705.01 of Revised Code; 6 mos. exp. as licensed attorney.

-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:**

Completion of 24 credit hours of continuing legal education from accredited programs for applicable two-year reporting period pursuant to Rule X of Rules of Government of Bar of Ohio. Current certificate of registration pursuant to Rule VII of Rules of Government of Bar of Ohio.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Attorney 4	63845	EX	08/06/1995	14

**JOB DUTIES IN 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 legal staff consisting of lower-level attorneys, other professionals & support staff, trains attorneys & assists in difficult cases, assigns work load, reviews work product & oversees development of & enforces policy affecting legal programs, proceedings &/or agency operations or serves as management level employee & provides legal counsel & advice to appointing authority on policy development & implementation relating to legal functions.

Presides over administrative hearings, performing judicial functions & rendering decisions; prosecutes civil fraud, bankruptcy &/or criminal cases; prepares & argues agency position in quasi-judicial hearings.

Researches & drafts legal opinions, orders, memoranda & other legal documents; analyzes, monitors & drafts legislation; conducts negotiations & represents agency in arbitration matters; represents agency in variety of legal proceedings; responds to legal inquiries from public & government officials; assists lower-level attorneys in answering complex questions of law; cooperates with Office of Attorney General on legal issues as required.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of law (i.e., procedural & substantive); legal research methods; legal writing; interviewing; laws, rules & procedures applicable to operations of employing agency; supervisory principles/techniques\*; employee training & development. Ability to deal with large number of variables & determine specific course of action; organize & interpret extensive variety of legal material in books, journals or legal documents; communicate verbally regarding legal issues; handle sensitive contacts with government officials, adverse parties &/or general public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Admission to Ohio Bar pursuant to Section 4705.01 of Revised Code; 12 mos. exp. as licensed attorney; 6 mos. exp. in employee training & development.

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

Completion of 24 credit hours of continuing legal education from accredited programs for applicable two-year reporting period pursuant to Rule X of Rules of Government of Bar of Ohio. Current certificate of registration pursuant to Rule VII of Rules of Government of Bar of Ohio.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Attorney 5	63846	EX	08/06/1995	15

**JOB DUTIES IN 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 & coordinates legal program of agency (i.e., cases have no legal impact on other state agencies, governmental jurisdictions &/or private sector) or large division of major state agency (i.e., cases have legal impact on other state agencies, governmental jurisdictions &/or private sector) &/or supervises legal & clerical support staff & develops & implements policies relating to legal functions.

Provides full range of legal advice & services to state &/or county agencies; conducts legal research & prepares briefs, contracts, leases, orders & other legal documents; conducts hearings & renders decisions; reviews &/or oversees reviews of complaints for potential legal violations; oversees preparation & review of all division/agency legal documents; assigns cases & trains staff; drafts &/or interprets legislation &/or rules for division/agency.

Answers legal inquiries from government officials &/or public; assists staff in resolving complex questions of law; prepares & delivers speeches; represents division/agency in meetings; cooperates with Office of Attorney General on legal issues as required.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of law (i.e., procedural & substantive); legal research methods; legal writing; interviewing; laws, rules & procedures applicable to operations of employing agency; management\*; supervisory principles/techniques; employee training & development. Ability to deal with large number of variables & determine specific course of action; organize & interpret extensive variety of legal material in books, journals or legal documents; communicate verbally regarding legal issues; handle sensitive contacts with government officials, adverse parties &/or general public; resolve complaints from angry citizens &/or government officials.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Admission to Ohio Bar pursuant to Section 4705.01 of Revised Code; 18 mos. exp. as licensed attorney; 6 mos. exp. in supervisory principles/techniques.

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

Completion of 24 credit hours of continuing legal education from accredited programs for applicable two-year reporting period pursuant to Rule X of Rules of Government of Bar of Ohio. Current certificate of registration pursuant to Rule VII of Rules of Government of Bar of Ohio.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Attorney 6	63847	EX	08/06/1995	16

**JOB DUTIES IN 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 & coordinates legal program of major state agency (i.e., cases have legal impact on other state agencies, governmental jurisdictions &/or private sector) &/or supervises legal supervisory & clerical support staff & develops & implements policies relating to legal functions.

Personally provides legal advice & services; researches & drafts legal memoranda & documents; conducts most difficult hearings & writes decisions; drafts & analyzes legislation; represents agency in meetings &/or conferences; answers legal inquiries from governmental officials &/or public; assists staff in resolving complex questions of law; prepares & delivers speeches; maintains docket system; oversees review of complaints & complaint investigations; drafts &/or interprets legislation &/or rules for agency; cooperates with Office of Attorney General on various legal issues as required.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of law (i.e., procedural & substantive); legal research methods; legal writing; interviewing; laws, rules & procedures applicable to operations of employing agency; management; supervisory principles/techniques. Ability to deal with large number of variables & determine specific course of action; organize & interpret extensive variety of legal material in books, journals or legal documents; communicate verbally regarding legal issues; handle sensitive contacts with government officials, adverse parties &/or general public; resolve complaints from angry citizens &/or government officials.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Admission to Ohio Bar pursuant to Section 4705.01 of Revised Code; 24 mos. exp. as licensed attorney; 12 mos. exp. in supervisory principles/techniques; 6 mos. exp. in management.

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

Completion of 24 credit hours of continuing legal education from accredited programs for applicable two-year reporting period pursuant to Rule X of Rules of Government of Bar of Ohio. Current certificate of registration pursuant to Rule VII of Rules of Government of Bar of Ohio.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

**STATE OF OHIO (DAS)  
CLASSIFICATION  
SPECIFICATION**

**CLASSIFICATION SERIES:**

Executive Director

**SERIES NO.:**

6161

**MAJOR AGENCIES:**

All Agencies

**EFFECTIVE DATE:**

03/07/2004

**SERIES PURPOSE:**

The purpose of the executive director occupation is to exercise initiative & autonomy in directing, planning, coordinating & supervising operations of boards, councils and commissions.

The levels of the series are determined by the size of the state government agencies subject to control by boards, councils or commissions.

At the first executive level, incumbents direct small or medium sized agency.

At the second executive level, incumbents direct large or very large sized agency.

At the third executive level, incumbents direct large & most complex agency or state medical board.

At the fourth executive level, incumbents direct multi-geographical jurisdiction, or statewide library services, or Ohio Expositions Commission, or Ohio Ethics Commission, or Ohio Civil Rights Commission.

**CLASS TITLE:**

Executive Director 1

**CLASS NUMBER:**

61611

**EFFECTIVE DATE:**

01/05/1997

**CLASS CONCEPT:**

The first executive level class works under administrative direction & requires thorough knowledge of management in order to direct all internal & external operations of small or medium sized state government agency subject to control by board, council or commission.

**CLASS TITLE:**

Executive Director 2

**CLASS NUMBER:**

61612

**EFFECTIVE DATE:**

01/05/1997

**CLASS CONCEPT:**

The second executive level works under administrative direction & requires thorough knowledge of management in order to direct all internal & external operations of large or very large sized state government agency subject to control by board, council or commission.

**CLASS TITLE:**

Executive Director 3

**CLASS NUMBER:**

61613

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The third executive level works under administrative direction & requires thorough knowledge of management in order to direct all internal & external operations of largest & most complex state government agency subjects to control by board, council or commission or act as executive director of State Medical Board.

**CLASS TITLE:**

Executive Director 4

**CLASS NUMBER:**

61614

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The fourth executive level works under administrative direction & requires thorough knowledge of management in order to act as chief operating officer for human services agency with multi-geographical jurisdictions & multi-faceted human services programs (i.e., vocational rehabilitation programs & disability insurance programs), or act as chief executive officer of board responsible for provision of statewide library services, or act as chief executive officer of Ohio Expositions Commission, or act as executive director of Ohio Ethics Commission, or act as executive director of Ohio Civil Rights Commission.

<b><u>CLASS TITLE:</u></b> Executive Director 1	<b><u>CLASS NUMBER:</u></b> 61611	<b><u>BARGAINING UNIT:</u></b> 022
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**EFFECTIVE DATE:**

01/05/1997

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

Exercises initiative & autonomy in directing, planning, coordinating, & supervising operations of small or medium sized & frequently complex state board, council, or commission having statewide scope of concern, directs activities involving large numbers of employees at diverse locations impacting on this & other departments, prepares & submits operational budgets, represents organization in budgetary hearing before legislature & displays substantial government expertise to secure executive & legislative approval.

Implements programs requiring multi-year time periods through complex decision process involving extensive research & coordination, cooperation of general public & agency representatives at all levels of government, & major efforts to secure departmental awareness, support & actions; prepares & recommends regulations concerning activities within scope of organization; serves on policy making & quasi-judicial bodies of state, or as administrative officer for related advisory, rule making or appeals boards of commissions.

Performs liaison duties with other state agencies, federal agencies, legislators, national organizations, public groups, & executives; has wide & direct or major indirect impact on public groups & individuals in important functional areas; initiates or responds to various correspondence from many diverse sources; speaks before various groups in order to promote activities of council, board, or commission; has final approval for release of information concerning policy procedures to news media or by direct verbal or written correspondence.

**MAJOR WORKER CHARACTERISTICS:**

N.A.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

N.A.

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

N.A.

**UNUSUAL WORKING CONDITIONS:**

N.A.

<b><u>CLASS TITLE:</u></b> Executive Director 2	<b><u>CLASS NUMBER:</u></b> 61612	<b><u>BARGAINING UNIT:</u></b> 022
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**EFFECTIVE DATE:**

01/05/1997

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

Exercises initiative & autonomy in directing, planning, coordinating, & supervising operations of large or very large & frequently complex state board, council, or commission having statewide scope of concern, directs activities involving large numbers of employees at diverse locations impacting on this & other departments, prepares & submits operational budgets, represents organization in budgetary hearings before legislature & displays substantial government expertise to secure executive & legislative approval.

Implements programs requiring multi-year time periods through complex decision process involving extensive research & coordination, cooperation of general public & agency representatives at all levels of government, & major efforts to secure departmental awareness, support & actions; prepares & recommends regulations concerning activities within scope of organization; serves on policy making & quasi-judicial bodies of state, or as administrative officer for related advisory, rule making or appeals boards of commissions.

Performs liaison duties with other state agencies, federal agencies, legislators, national organizations, public groups, & executives; has wide & direct or major indirect impact on public groups & individuals in important functional areas; initiates or responds to various correspondence from many diverse sources; speaks before various groups in order to promote activities of council, board, or commission; has final approval for release of information concerning policy procedures to news media or by direct verbal or written correspondence.

**MAJOR WORKER CHARACTERISTICS:**

N.A.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

N.A.

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

N.A.

**UNUSUAL WORKING CONDITIONS:**

N.A.

<b><u>CLASS TITLE:</u></b> Executive Director 3	<b><u>CLASS NUMBER:</u></b> 61613	<b><u>BARGAINING UNIT:</u></b> 022
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**EFFECTIVE DATE:**

03/07/2004

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

Exercises initiative & autonomy in directing, planning, coordinating, & supervising operations of largest most complex state board, council, or commission have statewide scope of concern, directs activities involving large numbers of employees at diverse locations impacting on this & other departments, prepares & submits operational budgets, represents organization in budgetary hearings before legislature & displays substantial government expertise to secure executive & legislative approval;

OR

Acts as executive director of State Medical Board of Ohio, administers, directs, coordinates & evaluates all internal & external operations, develops & implements agency plans, policies & procedures, oversees budget & supervises assigned staff.

Implements programs requiring multi-year time periods through complex decision process involving extensive research & coordination, cooperation of general public & agency representation at all levels of government, & major efforts to secure departmental awareness, support & actions; prepares & recommends regulations concerning activities within scope of organization; serves on policy making & quasi-judicial bodies of state, or as administrative officer for related advisory, rule making or appeals boards of commissions.

Performs liaison duties with other state agencies, federal agencies, legislator, national organizations, public groups, & executives; has wide & direct or major indirect impact on public groups & individuals in important functional areas; initiates or responds to various correspondence from many diverse sources; speaks before various groups in order to promote activities of council, board, or commission; has final approval for release of information concerning policy procedures to news media or by direct verbal or written correspondence.

**MAJOR WORKER CHARACTERISTICS:**

N.A.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

N.A.

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

N.A.

**UNUSUAL WORKING CONDITIONS:**

N.A.

<b>CLASS TITLE:</b> Executive Director 4	<b>CLASS NUMBER:</b> 61614	<b>BARGAINING UNIT:</b> 022
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**EFFECTIVE DATE:**

03/07/2004

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

Provides executive level leadership & management expertise in direction & coordination of agency responsible for provision of services for visually impaired & vocational rehabilitation & administration of federal social security disability program having impact on major population of diverse or specialized client groupings, formulates & regulates agency policy, develops agency's multi-funded budget & evaluates service programs for quality, population needs, financial accountability & effectiveness of services rendered in reaching valid conclusion of programs' overall impact;

OR

Provides executive level leadership & directions in management & provision of statewide library services impacting local libraries, regional library systems, state agencies, state educational institutions, blind & physically handicapped & all sectors of general public, formulates, establishes & regulates state library policies, directs development of budget consisting of state, federal & contract revenue funds & oversees research & evaluation of programs to determine impact & effectiveness of library services;

OR

Acts as executive director of Ohio Ethics Commission, provides executive-level coordination of Ohio Ethics Commission programs, administers, plans & coordinates commission operations (e.g., finance, data processing, human resources) in order to enforce ethics laws, oversees preparation & submission of overall commission budget & formulates & regulates implementation of overall commission policies & procedures;

OR

Acts as chief executive officer of Ohio Expositions Commission, provides executive direction & administration of Ohio Expositions Center, formulates & implements overall policies & procedures related to production of annual Ohio State Fair, operates & maintains year round, service-oriented for public benefit, multi-purpose event & convention facility, administers agency-wide administrative & support functions to include finance, business administration, entertainment, maintenance, human resources & marketing & develops & monitors agency-wide budget & supervises assigned staff;

OR

Acts as executive director of Ohio Civil Rights Commission (i.e., provides executive leadership, direction & management of agency responsible for enforcement of Section 4112 of Ohio Revised Code to include Ohio laws against discrimination, formulates & regulates agency policies & procedures necessary to carry out functions & duties of commission, directs overall activities of multi-geographical agency with regional offices and central office location, & directs development of centralized multi-funded budget consisting of state & federal funds).

Oversees agency's administrative functions & support areas such as finance, data processing & human resources; makes presentations at budgetary hearings & appears before congressional committees & legislative review sessions & negotiates agency policy with advocacy organizations, legislative investigatory committees & labor associations; supervises Ohio Ethics Commission's statutory responsibility for financial disclosure administration & enforcement; provides direct supervision of staff under commission's statutory authority to conduct conflict of interest enforcement under statutory confidentiality requirements to include investigations & formal complaints heard by commission.

Co-chairs or participates on advisory agencies, conciliation council &/or other programs/committees on state, regional &/or national level; represents commission at conferences; delivers speeches; acts as liaison on state, regional, national or international basis; initiates &/or responds to correspondence.

**MAJOR WORKER CHARACTERISTICS:**

N.A.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

N.A.

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

N.A.

**UNUSUAL WORKING CONDITIONS:**

N.A.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Administrative Professional 1	16871	09	11/06/2011	27

**JOB DUTIES IN 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.

(\*)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 site under contract with Department of Mental Health.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Administrative Professional 2	16872	09	11/06/2011	28

**JOB DUTIES IN 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.

(\*)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.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Administrative Professional 3	16873	09	11/06/2011	30

**JOB DUTIES IN 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.

(\*)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.

<b>JOB TITLE</b>	<b>JOB CODE</b>	<b>B. U.</b>	<b>EFFECTIVE</b>	<b>PAY GRADE</b>
Administrative Professional 4	16874	EX	11/06/2011	10

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

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

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

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

**MAJOR WORKER CHARACTERISTICS**

Knowledge of English grammar & composition; 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.

(\*)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.

STATE OF OHIO (DAS)  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**

Public Information

**SERIES NO.:**

6442

**MAJOR AGENCIES:**

All Agencies

**EFFECTIVE DATE:**

**SERIES PURPOSE:**

The purpose of the public information occupation is to plan & develop news releases &/or public advisory group programs & special programs to project favorable public image of assigned agency & to insure public awareness of agency activities.

At the lower level, incumbents develop public information programs, prepare news releases, appear in public media interviews & respond to requests for information.

At the middle level, incumbents plan & direct one segment of assigned department's overall public information program.

At the higher level, incumbents plan & direct overall public information program for assigned agency & supervise personnel involved in preparation & distribution of informational & educational material.

**CLASS TITLE:**

Public Information Specialist

**CLASS NUMBER:**

64420

**EFFECTIVE DATE:**

03/26/1990

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of journalism or communication & public relations in order to prepare & distribute news releases & develop public information programs.

**CLASS TITLE:**

Public Information Officer 1

**CLASS NUMBER:**

64421

**EFFECTIVE DATE:**

02/19/1995

**CLASS CONCEPT:**

The first managerial level class works under general supervision & requires considerable knowledge of journalism or communication & public relations in order to plan & direct one segment of assigned department's overall public information program.

**CLASS TITLE:**

Public Information Officer 2

**CLASS NUMBER:**

64422

**EFFECTIVE DATE:**

06/22/1990

**CLASS CONCEPT:**

The second managerial level class works under general supervision & requires considerable knowledge of journalism or communication & public relations in order to supervise personnel involved in preparation & distribution of informational & educational material reflecting activities of assigned agency.

<b><u>CLASS TITLE:</u></b> Public Information Specialist	<b><u>CLASS NUMBER:</u></b> 64420	<b><u>BARGAINING UNIT:</u></b> 14
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**EFFECTIVE DATE:**

03/26/1990

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

Plans, develops & implements public information programs & represents assigned department or agency in informational or liaison capacity (e.g., develops, prepares, types, proofs & issues news releases to keep public informed of agency operations & to project favorable public image; develops & presents information & educational displays, programs, materials &/or speeches; provides preliminary contact with public in person & through news media; develops & presents special projects &/or displays; disseminates public information to media & writes, types, edits & does some layout work on news letters, articles &/or other informational publications; aids with any aspect of communications process, including writing speeches, press releases, preparing photographic displays & developing educational brochures).

Performs research & analysis of information for development of accurate news releases &/or to keep management abreast of current trends, problems & progress; responds to requests for information & keeps management informed of public information process; assists supervisor with administrative tasks (e.g., policy development, budget preparation, coordination of special projects).

Provides information about agency activities to agency personnel, other agencies & general public by responding to written inquiries, telephone calls & requests for speeches &/or presentations; sets up conferences & coordinates arrangements with media representatives.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of public relations; journalism (e.g., newswriting, reporting & editing); communication (e.g., multi-media techniques); budgeting\*. Skill in typing or word processing\*. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare & deliver speeches before specialized audiences & general public; use proper research methods in gathering data; write &/or edit articles for publication; handle sensitive inquiries from & contacts with officials & general public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in journalism or communication; 1 course or 3 mos. exp. in public relations.

-Or 24 mos. exp. in field of journalism or communication dealing in public multi-media techniques & relations, public speaking, news writing, reporting & editing.

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

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

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

<b>CLASS TITLE:</b> Public Information Officer 1	<b>CLASS NUMBER:</b> 64421	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**

02/19/1995

**JOB DUTIES IN 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 one segment of assigned department's overall public information program, oversees activities of personnel involved in preparation & dissemination of educational & informational material reflecting agency activities & performs related program activities (e.g., develops, prepares, types, proofs & issues news releases &/or public advisory group announcements & meeting minutes &/or speeches to media &/or public advisory groups; develops public advisory groups & statute mandated task forces or councils; coordinates agency program in rule making & permit public information meetings & hearings; develops & presents information & educational displays, programs, materials &/or speeches to media; writes, types, edits & performs lay-out work on publications, articles &/or newsletters; assists with budget preparation & coordination of special projects).

Advises & consults with agency director & staff regarding public relations aspects; serves as resource person for information on positive public presentation of agency programs & activities; responds to written &/or telephone requests for speeches &/or presentation; delivers speeches & gives presentations; supervises assigned personnel (e.g., secretary, layout design artist, public information specialist, college co-op).

Sets up conferences & coordinates arrangements with media; evaluates development, preparation & dissemination of public information.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of public relations; journalism (e.g., newswriting, reporting & editing); communication (e.g., multi-media techniques); budgeting; supervisory principles/techniques\*; management\*. Skill in typing or word processing. Ability to deal with many variables & determine specific action; prepare & deliver speeches to specialized audiences & general public; use proper research methods in gathering data; write &/or edit articles for publication; handle sensitive inquiries from & contacts with officials & general public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in journalism or communication; 6 mos. exp. in public multi-media techniques & relations in field of journalism or communication; valid driver's license.

-Or 30 mos. exp. in field of journalism or communication dealing in public multi-media techniques & relations, public speaking, news writing, reporting & editing or technical report translation & communication dealing in public meetings; valid driver's license.

-Or 12 mos. exp. as Public Information Specialist, 64420; 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:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May work evenings or week-ends; may travel overnight.

<b>CLASS TITLE:</b> Public Information Officer 2	<b>CLASS NUMBER:</b> 64422	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**

06/22/1990

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

Plans & administers overall public information/involvement program for assigned agency, supervises journalism, communication &/or graphic art personnel involved in preparation & dissemination of educational & informational material reflecting agency activities & performs related program activities (e.g., develops, prepares, types, proofs & issues news releases &/or public advisory group announcements & meeting minutes &/or speeches to media &/or public advisory groups; develops public advisory groups & statute mandated task forces or councils; coordinates agency program in rule making & permit public information meetings & hearings; develops & presents information & educational displays, programs, materials &/or speeches to media; writes, types, edits & performs lay-out work on publications, articles &/or newsletters; assists with budget preparation & coordination of special projects).

Advises & consults with agency director & staff regarding public relations aspects; serves as resource person for information on positive public presentation of agency programs & activities; responds to written &/or telephone requests for speeches &/or presentation; delivers speeches & gives presentations.

Sets up conferences & coordinates arrangements with media; evaluates development, preparation & dissemination of public information.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of public relations; journalism (e.g., newswriting, reporting & editing); communication (e.g., multi-media techniques); budgeting; supervisory principles/techniques\*; management\*. Skill in typing or word processing. Ability to deal with many variables & determine specific action; prepare & deliver speeches to specialized audiences & general public; use proper research methods in gathering data; write &/or edit articles for publication; handle sensitive inquiries from & contacts with officials & general public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in journalism or communication; 12 mos. exp. in public multi-media techniques & relations in field of journalism or communication; valid driver's license.

-Or 36 mos. exp. in field of journalism or communication dealing in public multi-media techniques & relations, public speaking, news writing, reporting & editing or technical report translation & communication dealing in public meetings; valid driver's license.

-Or 12 mos. exp. as Public Information Officer 1, 64421; 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:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May work evenings or week-ends; may travel overnight.

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<b><u>CLASSIFICATION SERIES</u></b>	<b><u>SERIES NUMBER</u></b>
	Administrative Professional	1687
	<b><u>MAJOR AGENCIES</u></b>	<b><u>EFFECTIVE</u></b>
	All Agencies	11/06/2011

**SERIES PURPOSE**

The purpose of the administrative professional occupation is to perform a variety of clerical, procedural & administrative tasks as principal clerical & administrative support position for supervisor &/or office staff.

At the lower level, incumbents provide general secretarial assistance through routine administrative tasks &/or provide secretarial assistance requiring training in technical terminology &/or serve as lead worker over office support staff.

At second level incumbents relieve superior of routine and administrative duties.

At the third level incumbents perform non-routine administrative tasks & provide secretarial support for the office or perform non-routine administrative tasks & act as lead worker over lower-level administrative &/or office support staff.

At the fourth level incumbents perform non-routine administrative tasks & provide secretarial support for the office, and also act as person-in-charge over lower-level secretarial &/or clerical employees in the office. NOTE: This classification is restricted to the agency executive staff defined as the top 3 layers (Director and Assistant Director are considered one layer) in the organizational structure of the agency board or commission, the Human Resources Director, Chief Legal Counsel or, the head of a regional, district or field office.

<b><u>JOB TITLE</u></b>	<b><u>JOB CODE</u></b>	<b><u>PAY GRADE</u></b>	<b><u>EFFECTIVE</u></b>
Administrative Professional 1	16871	27	11/06/2011

**CLASS CONCEPT**

The full performance level class works under general supervision & requires considerable knowledge of clerical functions & office procedures in order to provide general secretarial assistance by performing routine administrative tasks &/or to provide secretarial assistance in technical environment by performing routine administrative tasks &/or to act as lead worker over office support staff (e.g., office assistants, clerks, word processing specialists) & provide 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).

<b><u>JOB TITLE</u></b>	<b><u>JOB CODE</u></b>	<b><u>PAY GRADE</u></b>	<b><u>EFFECTIVE</u></b>
Administrative Professional 2	16872	28	11/06/2011

**CLASS CONCEPT**

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

<b><u>JOB TITLE</u></b>	<b><u>JOB CODE</u></b>	<b><u>PAY GRADE</u></b>	<b><u>EFFECTIVE</u></b>
Administrative Professional 3	16873	30	11/06/2011

**CLASS CONCEPT**

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

<b><u>JOB TITLE</u></b>	<b><u>JOB CODE</u></b>	<b><u>PAY GRADE</u></b>	<b><u>EFFECTIVE</u></b>
Administrative Professional 4	16874	10	11/06/2011

**CLASS CONCEPT**

The full performance level class works under direction & requires considerable knowledge of administrative policies & procedures, clerical & secretarial procedures in order to provide secretarial & non-routine administrative support (i.e.,

independently formulates decisions &/or judgments involving non-legal interpretation of policies & procedures as they would apply to given situation to resolve problems, to prepare correspondence &/or reports or to carry out other assignments). NOTE: This classification is restricted to the agency executive staff defined as the top 3 layers (Director and Assistant Director are considered one layer) in the organizational structure of the agency board or commission, the Human Resources Director, Chief Legal Counsel or, the head of a regional, district or field office and position(s) mutually agreed to through workforce planning.