

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

PUCO Transportation Systems Administrator

SERIES NO.:

2493

MAJOR AGENCIES:

Public Utilities Commission only

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the PUCO transportation systems occupation is to administer transportation systems related to safety & economic regulation of transportation industry.

At the first administrator level, incumbents act as assistant division chief &/or specialist in division program (e.g., safety net data processing, civil forfeiture area, compliance review, grade crossing or safety enforcement) & supervise assigned staff.

At the third administrator level, incumbents act as division chief supervise in-house & field staff.

At the fourth administrator level, incumbents act as chief of multiple divisions & supervise division chiefs.

CLASS TITLE

PUCO Transportation Systems Administrator 1

CLASS NUMBER

24931

PAY RANGE

14

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The first administrative level class works under general direction & requires thorough knowledge of agency policies & procedures in order to act as assistant division chief &/or specialist in division level specialty area (e.g., safety net data processing area, civil forfeiture area, compliance review, grade crossing or safety enforcement) & supervise assigned staff.

CLASS TITLE

PUCO Transportation Systems Administrator 3

CLASS NUMBER

24933

PAY RANGE

16

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The third administrative level class works under administrative direction & requires extensive knowledge of agency policies & procedures in order to act as division chief & supervise in-house staff & field staff in onsite field operations.

CLASS TITLE

PUCO Transportation Systems Administrator 4

CLASS NUMBER

24934

PAY RANGE

17

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The fourth administrative level class works under general direction & requires thorough knowledge of agency policies & procedures in order to act as chief of multiple divisions & supervise multiple division chiefs.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
PUCO Transportation Systems Administrator 1	24931	EX	01/09/2005	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.)

Acts as assistant division chief & acts as specialist in assigned area relative to regulation of transportation industry (e.g., safety net data processing; civil forfeiture system), analyzes, evaluates & develops division programs, policies & procedures & provides input in implementation of division budget.

Ensures compliance with state & federal safety & economic rules & regulations (e.g., federal motor carrier safety rules, drug & alcohol testing, commercial drivers' license, single state registration system, tariffs, operating authority, grade crossing, federal rail safety program); assumes full responsibility in absence of division chief; develops & implements training of staff.

Researches, evaluates & prepares statistical, complex &/or technical reports on division activity; analyzes data, determines trends, verifies & corrects discrepancies in data; review state & federal legislation & makes recommendations; responds to complaints & inquiries regarding division activity & regulatory compliances; represents agency at technical hearings, conferences, meetings & seminars.

MAJOR WORKER CHARACTERISTICS:

Knowledge of engineering; public administration; business administration; political science; science (e.g., chemistry, physics); management; supervisory principles & techniques; budgeting; state & federal laws, rules & regulations pertaining to specific transportation area (e.g., hazardous material, economic analysis, enforcement, railroad, motor carrier & registration permits, civil forfeiture). Ability to use research methods in gathering data; deal with many variables & determine specific course of action.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in engineering, public administration, business administration, political science or science (e.g., chemistry, physics); 6 mos. trg. or 6 mos. exp. in state & federal laws, rules & regulations pertaining to specific transportation area (e.g., hazardous waste, registration & permits, civil forfeiture, economic analysis, enforcement, railroad); 6 mos. trg. or 6 mos. exp. in supervisory principles & techniques; 6 mos. trg. or 6 mos. exp. in budgeting.

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
PUCO Transportation Systems Administrator 3	24933	EX	01/09/2005	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.)

Acts as division chief to manage, develop & organize overall operations of division & supervises in-house & field supervisors & support staff, monitors & implements division budget & strategic plan & ensures compliance with state & federal rules & regulations.

Coordinates inter-divisional enforcement of economic & safety regulations against transportation companies, drivers & shippers (e.g., compliance review, energy strategy); analyzes & implements projects concerning new federal or state regulatory programs having state-wide impact on transportation industry; develops, analyzes & executes policies, procedures & work methods in specialized areas & recommends inter-divisional policy changes; represents agency in meetings & on committees pertaining to investigation, quality control & management in transportation industry.

Represents agency in highly technical and sensitive meetings, hearing & conferences; reviews & analyzes state & federal legislation.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public administration; business administration; political science; engineering; science (e.g., chemistry, physics); management, supervisory principles & techniques; budgeting; state & federal laws, rules & regulations pertaining to specific transportation area (e.g., hazardous material, economic analysis, enforcement, railroad, motor carrier; registration permits, civil forfeitures. Ability to use research methods in gathering data; deal with many variables & determine specific course of action.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in public administration, business administration, political science, engineering or science (e.g., chemistry, physics); 18 mos. trg. or 18 mos. exp. in state & federal laws, rules & regulations pertaining to specific transportation area (e.g., hazardous waste, registration & permits, civil forfeiture, economic analysis, enforcement, railroad); 18 mos. trg. or 18 mos. exp. in supervisory principles & techniques; 18 mos. trg. or 18 mos. exp. in budgeting.

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
PUCO Transportation Systems Administrator 4	24934	EX	01/09/2005	17

JOB DUTIES IN 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, manages & coordinates & acts as chief of multiple divisions with state-wide or nation-wide impact & supervises multiple division chiefs, monitors implementation of multiple division budgets & plans, develops & implements policies & procedures relative to operations of multiple divisions.

Recommends & implements new program for transportation safety in regard to shippers & transporters of hazardous materials; monitors & develops programs with other state & federal agencies having overlapping jurisdiction over hazardous material safety (e.g., state & federal Environmental Protection Agency, state Emergency Management, state Department of Health & federal Department of Energy).

Coordinates agency regulatory program for transportation industry with other state agencies, other states & federal government (e.g., Pollution Prevention Program, State Emergency Response Commission, Grade Crossing Protection Program, Federal Rail Safety Program); review & monitor state & federal legislation for impact on state transportation industry (e.g., Resource Conservation & Recovery Act, Hazardous Material Transportation Uniform Safety Act, Federal Rail Safety Act).

Represents agency in meetings with high level federal & state officials; testifies before legislative committees, federal agencies & congress on behalf of agency; drafts legislation for new & modified department programs; represents agency as member of national or state organization, committee or work group.

MAJOR WORKER CHARACTERISTICS:

Knowledge of engineering; public administration; business administration; political science; science (e.g., chemistry, physics); management; supervisory principles & techniques; budgeting; state & federal laws, rules & regulations pertaining to specific transportation area (e.g., hazardous material, economic analysis, enforcement, railroad, motor carrier, registration permits, civil forfeiture. Ability to use research methods in gathering data; deal with many variables & determine specific course of action.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in engineering, public administration, business administration, political science or science (e.g., chemistry, physics); 24 mos. trg. or 24 mos. exp. in state & federal laws, rules & regulations pertaining to specific transportation area (e.g., hazardous waste, registration & permits, civil forfeiture, economic analysis, enforcement, railroad); 24 mos. trg. or 24 mos. exp. in supervisory principles & techniques; 24 mos. trg. or 24 mos. exp. in budgeting.

-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.