

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Forms Analyst

SERIES NO.:

6311

MAJOR AGENCIES:

Office of Budget & Management

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the forms analyst occupation is to implement statewide forms management program in accordance with revised code.

At the developmental level, incumbents assist in implementing form studies. At the full performance level, incumbents assist individual state agencies.

This classification series to be used only in Office of Budget & Management.

CLASS TITLE:

Forms Analyst 1

CLASS NUMBER:

63111

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The developmental level class works under close supervision & requires working knowledge of forms design & forms management in order to analyze & assist in implementation &/or coordination of forms program for assigned state agencies.

CLASS TITLE:

Forms Analyst 2

CLASS NUMBER:

63112

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of forms management & forms design & agency policies & procedures regarding state forms management program in order to assist individual state agencies with internal program &/or problems related to forms control.

<u>CLASS TITLE:</u> Forms Analyst 1	<u>CLASS NUMBER:</u> 63111	<u>BARGAINING UNIT:</u> 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.)

Analyzes & assists in implementing form studies to determine individual agency need (e.g., purpose of forms currently used, which forms can be combined &/or preparation of new forms) & drafts needed forms.

Monitors approved input of forms into computer system; reviews & coordinates printing orders for State Printing & Ohio Penal Industries.

Updates &/or corrects all computer reports for approved forms; maintains statewide forms history file.

MAJOR WORKER CHARACTERISTICS:

Knowledge of forms management; public relations; office practice & procedures*; accounting*; agency policies & procedures regarding state forms management program*; forms design; data entry operations*. Ability to define problems, collect data, establish facts & draw valid conclusions; maintain accurate files; sort items into categories according to established methods; code items from one symbolic form to another; calculate fractions, decimals & percentages; cooperate with co-workers on group projects.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

3 mos. trg. or 3 mos. exp. in forms design; 3 mos. trg. or 3 mos. exp. in forms management; 3 mos. trg. or 3 mos. exp. in public relations.

-Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

CLASS TITLE: Forms Analyst 2	CLASS NUMBER: 63112	BARGAINING UNIT: 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.)

Reviews, processes & approves or disapproves printing orders for forms, envelopes & letterheads for all state agencies, boards & commissions, assists state agencies, boards & commissions with management of internal forms program (e.g., revises design of forms to save agency money & devises ways in which they can catalogue & stock forms in warehouse; designs/standardizes & revises new or existing forms in order to comply with new systems/procedures).

Confers with state agency staff (e.g., troubleshoots problems with form system; conducts training sessions, seminars & workshops in forms analysis & design & forms management); updates, inputs & edits forms management computer system to revise & consolidate forms.

Maintains & updates forms management filing system (e.g., files approvals/disapprovals, revisions, deletions/eliminations & miscellaneous correspondence); completes reports.

MAJOR WORKER CHARACTERISTICS:

Knowledge of forms management; forms design; public relations; accounting; agency policies & procedures regarding state forms management program; forms analysis; data entry operations*. Ability to define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; gather, collate & classify information about data, people or things; check pairs of items that are similar or dissimilar; answer routine telephone calls.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 mos. trg. or 6 mos. exp. in forms management; 6 mos. trg. or 6 mos. exp. in forms design; 3 mos. trg. or 3 mos. exp. in public relations; 6 mos. trg. or 6 mos. exp. in accounting; 3 mos. trg. or 3 mos. exp. in forms analysis; 3 mos. trg. or 3 mos. exp. in Office of Budget & Management policies & procedures regarding state forms management program.

-Or 6 mos. exp. as Forms Analyst 1, 63111.

-Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.