

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

<b><u>CLASSIFICATION SERIES:</u></b> Business Administrator	<b><u>SERIES NO.:</u></b> 6331
<b><u>MAJOR AGENCIES:</u></b> All Agencies	<b><u>EFFECTIVE DATE:</u></b> 02/26/2012

**SERIES PURPOSE:**

The purpose of the business administrator occupation is to plan, direct &/or coordinate all fiscal & support services operations for division, school, agency or institution assigned.

At the lowest level, incumbents perform various fiscal & personnel functions & coordinate support services functions, or plan & coordinate all telephone services for assigned agency or institution &/or in community.

At the next two levels, incumbents either act as assistant to higher-level business administrator or institution deputy superintendent, or plan, direct & coordinate all fiscal & some or all support services operations for small or medium size agency, school or institution &/or in community & supervise personnel.

At the next two higher levels, incumbents plan, direct & coordinate fiscal & support services operations of assigned agency, institution &/or in community or division of large, decentralized agency, with level assigned being dependent upon agency or institution size, & supervise employees.

At the highest level, incumbents plan & direct fiscal & support services operations for large, decentralized agency (i.e., those with institutions &/or community facilities providing long term or permanent care or custody only), supervise personnel assigned to business office & monitor all fiscal & business services operations carried out in all subsidiary locations of assigned agency, or plan & direct all fiscal, budgetary, indirect services & support services operations & supervise assigned personnel in Ohio Veterans' Children's Home.

This classification series is reserved for use by departments that operate institutions, schools with residential facilities, rehabilitation centers with residential facilities, clubhouse or other residential facilities with 24-hour services, or positions in agencies having responsibility for both fiscal operations & support services. Support services can be any combination or all of the following functions: laundry, voice &/or data communication systems, commissary operations, food service, housekeeping, building maintenance, physical plant &/or powerhouse operations, mail & delivery services, inventory &/or storeroom, motor fleet coordination & maintenance, security, farm operations, groundskeeping. A business office is defined as the unit/section in which all fiscal operations are centralized, which includes payroll & purchasing, of a given agency/institution.

For positions involved in fiscal &/or budgetary operations & non-institutional support services, see Fiscal Officer, 6653 series.

<b><u>CLASS TITLE</u></b>	<b><u>CLASS NUMBER</u></b>	<b><u>PAY RANGE</u></b>	<b><u>EFFECTIVE</u></b>
Business Service Officer	63311	28	03/26/1990

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of bookkeeping/accounting & business in order to coordinate &/or perform variety of fiscal activities, personnel & support services functions or plan & coordinate all telephone services for assigned agency or institution.

<b><u>CLASS TITLE</u></b>	<b><u>CLASS NUMBER</u></b>	<b><u>PAY RANGE</u></b>	<b><u>EFFECTIVE</u></b>
Business Administrator 1	63315	12	01/23/1994

**CLASS CONCEPT:**

The first managerial level class works under general direction & requires considerable knowledge of accounting & business in order to act as assistant to business administrator 2 or 3 or institution deputy superintendent (i.e., only one assistant per agency/institution &/or in community) in overall management of business office or plan direct & coordinate all fiscal & support functions for clubhouse & in either case, supervise business office &/or support services employees.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Business Administrator 2	63316	13	08/20/2006

**CLASS CONCEPT:**

The second managerial level class works under general direction & requires thorough knowledge of accounting & business in order to act as assistant to Business Administrator 4 or Institution Deputy Superintendent (i.e., only one per agency, institution or school) in overall management of business office & supervise business services &/or support services employees, or plan, direct & coordinate all fiscal & some or all support services operations of small or medium size school, agency or institution &/or in community & supervise employees or in Department of Natural Resources, Division of Parks & Recreation only, act as one (1) of two (2) assistants to Business Administrator 4, 63318, in overall management of business group (i.e., coordinate & direct division purchasing, telephone systems, merchandising, inventory control & maintenance program or plan, direct & administer division statewide concession program) & supervise assigned staff or in Department of Natural Resources, Division of Wildlife only, act as assistant to Business Administrator 4, 63318, in management of business group programs (i.e., coordinate & direct division land purchases to include taxes, assessments & payment in lieu of taxes, controlling board requests, cell phones, & accounts payable section; or coordinate & direct division statewide resident housing program, motor fleet coordination to include purchasing, delivery & risk management, asset management program to include land, building, & equipment inventory control, purchasing section, & records retention; or coordinate & direct statewide point of sale licensing system & serve as liaison to all licensing agents) & develop annual budget for programs assigned, prepare contracts & leases to include short term contracts, modifications & personal service contracts & in addition to preceding, supervise assigned staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Business Administrator 3	63317	14	09/12/1999

**CLASS CONCEPT:**

The third managerial level class works under administrative direction & requires thorough knowledge of accounting & business in order to plan, direct & coordinate business office & support services operations of large institution &/or in community or division of large, decentralized agency & supervise employees.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Business Administrator 4	63318	15	04/02/2006

**CLASS CONCEPT:**

The fourth managerial level class works under administrative direction & requires extensive knowledge of accounting & business in order to plan, direct & coordinate all business office & support services operations of large, decentralized agency (i.e., agencies that do not have institutions/facilities housing persons for more than 2 yrs. & which operate 24 hrs./day, 7 days/week) or largest institution &/or in community (i.e., when compared to other institutions based upon employee & residential populations under same departmental appointing authority) & supervise employees, or plan & direct all fiscal, budgetary & support services operations & supervise assigned personnel for Ohio Veterans' Home, or, in Department of Natural Resources, Division of Parks & Recreation, plans, directs & coordinates overall division-wide fiscal & business office support services to include 72 parks, 8 resort lodges, over 60 campgrounds & annual operating budget of approximately 60 million dollars, or, in Department of Natural Resources, Division of Wildlife, directs & coordinates overall division-wide fiscal & business office support services to include central office, 5 District Offices, 8 research units & 6 fish hatcheries.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Business Services Officer	63311	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.)**

Coordinates &/or performs variety of fiscal activities, personnel & support functions (e.g., receives & processes invoices & purchase orders; maintains ledgers; clarifies & handles billing discrepancies with vendors; coordinates all telephone services for agency & reviews & processes all telephone bills; prepares & types payroll & maintains related timekeeping records; maintains petty cash; prepares & monitors inventory & requisitions; prepares workers compensation records; issues materials concerning health insurance & other benefits; prepares & maintains records of corpsmembers' camp; prepares personnel actions & position descriptions; advises & counsels employees; prepares reports & maintains personnel records; recruits, interviews & places or recommends placement of applicants; purchases supplies & equipment; places service calls for equipment or building maintenance/ repair) or plans & coordinates all telephone services for assigned agency or institution.

Acts as receptionist; types routine & confidential material & reports; carries out special assignments; acts as notary public; distributes paychecks; prepares correspondence; attends meetings.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of bookkeeping/accounting; public relations\*; business; personnel policies & procedures\*; employee benefits\*; state laws & procedures regulating fiscal operations\*. Skill in use of office equipment (e.g., copier, video display terminal, adding machine/calculator, typewriter)\*. Ability to define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things; prepare & maintain accurate reports & records; handle routine & sensitive inquiries from & contacts with employees, vendors/business officials; government representatives & general public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

18 mos. trg. or 18 mos. exp. in accounting, bookkeeping or business management.

-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>
Business Administrator 1	63315	22	01/23/1994	12

**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 to Business Administrator 2 or 3 or institution deputy superintendent (i.e., only one assistant per agency or institution &/or in community) in overall management of business office or plans, directs & coordinates all fiscal & support services operations for clubhouse at Camp Perry & in each case, supervises business office &/or support services employees.

Performs variety of fiscal & support services responsibilities.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of supervisory principles/techniques\*; accounting or business management; public relations\*; state laws & rules governing fiscal & support services operations\*; personnel policies & procedures\*; employee benefits\*. Skill in use of office equipment (e.g., copier, adding machine/calculator, typewriter, video display terminal\*). Ability to handle variety of fiscal & support services responsibilities & determine specific course of action; gather, collate & classify information about data, people or things; handle routine & sensitive inquiries from & contacts with general public, vendors/business, employees & other government officials.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

12 mos. exp. as Business Services Officer, 63311.

-Or completion of undergraduate core coursework in accounting or business management; 12 mos. exp. in accounting or business management.

-Or 3 yrs. trg. or 3 yrs. exp. in accounting & auditing or business management.

-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 weekends, flexible hours or rotating days off.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Business Administrator 2	63316	22	08/20/2006	13

**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 to Business Administrator 4 or institution deputy superintendent (i.e., only one per agency, school or institution) in overall management of business office & supervises business office &/or some or all support services employees, or plans, directs & coordinates all fiscal & support services functions for small or medium size agency, institution, &/or in community or school & supervises assigned staff;

OR

In Department of Natural Resources, Division of Parks & Recreation only, acts as one (1) of two (2) assistants to Business Administrator 4, 63318, in overall management of business group (e.g., coordinates & directs division purchasing, telephone systems, merchandising, inventory control & maintenance program, establishes goals, analyzes reports & statistics to determine program status, makes purchase projections, reviews requests to abandon property forms & approves request per policy guidelines) & supervises assigned staff;

OR

In Department of Natural Resources, Division of Parks & Recreation only, acts as one (1) of two (2) assistants to Business Administrator 4, 63318, plans, directs & administers division statewide concession program (e.g., ensures operation of statewide lodges, marinas & other privately operated public service facilities complies with contractual agreements, state & federal statutes; conducts lease &/or contract bidding process; negotiates & prepares contracts & leases to include short term contracts, modifications & personal service contracts; prepares annual budget for concession section to include section expenditures & depreciation reserve rotary fund) & supervises assigned staff.

OR

In Department of Natural Resources, Division of Wildlife only, acts as assistant to Business Administrator 4, 63318, in management of business group programs (i.e., coordinates & directs division land purchases to include taxes, assessments & payment in lieu of taxes, controlling board requests, cell phones, & accounts payable section; or coordinates & directs division statewide resident housing program, motor fleet coordination to include purchasing, delivery & risk management, asset management program to include land, building, & equipment inventory control, purchasing section & records retention; or coordinates & directs statewide point of sale licensing system & serves as liaison to all licensing agents) & develops annual budget for programs assigned, prepares contracts & leases to include short term contracts, modifications & personal service contracts & in addition to preceding, supervises assigned staff.

Develops or participates in establishing policies & procedures for fiscal affairs & management information systems to be followed by all sections of division, agency or institution; serves on various committees; serves as duty officer when required; prepares statistical &/or analytical reports concerning proposals/programs; prepares correspondence; attends meetings.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of supervisory principles/techniques\*; accounting or business management; public relations; state laws & rules governing fiscal & support services operations\*; personnel policies & procedures\*; employee benefits\*. Skill in use of office equipment (e.g., adding machine/calculator, copier, video display terminal\*). Ability to handle variety of fiscal & support services responsibilities & determine specific course of action; gather, collate & classify information about data, people or things; prepare technical reports, records, policies & procedures; handle routine & sensitive contacts with & inquiries from general public, vendors/ business, employees & government officials.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

2 yrs. exp. as Business Services Officer, 63311.

-Or 12 mos. exp. as Business Administrator 1, 63315.

-Or completion of undergraduate core coursework in accounting or business management; 2 yrs. exp. in accounting or

business management.

-Or 4 yrs. trg. or 4 yrs. exp. in accounting & auditing or business management.

-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 weekends, flexible hours or as duty officer.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Business Administrator 3	63317	22	09/12/1999	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.)**

Plans, directs & coordinates business office & support functions of large institution &/or in community or division of large, decentralized agency & in each case, supervises assigned personnel (e.g., analyzes & evaluates programs, policies & procedures; develops policies & procedures & accounting systems for fiscal operations to be followed by all sections of institution or division to ensure accountability; participates in development of institutional or agency-wide policies; oversees operations of business office; prepares &/or coordinates budget planning & review or serves on budget committee; trains & evaluates staff; ensures & maintains that support services meet accreditation & certification compliance; oversees receipt, disbursement & authorization of all expenditures, payroll, purchasing, accounts payable & special accounts/ trusts & related records maintenance).

Prepares fiscal reports & analysis; acts as liaison between institution or division & central fiscal office, state purchasing, state accounting, office of budget & management, auditor &/or other government officials; attends various meetings; sits on various committees; acts in absence of institution superintendent when assigned; prepares capital improvement & extension project requests; carries out special assignments (e.g., acts as labor relations officer or safety & health officer).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of supervisory principles/techniques; accounting or business management; public relations; state laws & rules governing fiscal & support services operations\*; personnel policies & procedures\*; employee benefits\*. Skill in use of office equipment (e.g., adding machine/calculator, copier, video display terminal\*). Ability to handle variety of fiscal & support services responsibilities & determine specific course of action; gather, collate & classify information about data, people or things; prepare technical reports, records, policies & procedures; handle routine & sensitive contacts with & inquiries from general public, vendors/ business, employees & government officials.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

12 mos. exp. as Business Administrator 2, 63316.

-Or completion of undergraduate core coursework in accounting or business management; 3 yrs. exp. in accounting or business management; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques.

-Or 5 yrs. trg. or 5 yrs. exp. in accounting & auditing or business management; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques.

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

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

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May work weekends or flexible hours; may be on 24 hr. call, 7 days/week.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Business Administrator 4	63318	22	04/02/2006	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 all business office & support services operations of large, decentralized agency in central office location (i.e., agencies that do not have institution/facilities housing persons for more than 2 years & which operate 24 hours/day, 7 days/week), or largest institution &/or in community (i.e., when compared to other institutions &/or community facility based upon employee & resident populations under same departmental appointing authority) & in each case, supervises assigned staff, or plans & directs all fiscal, budgetary, indirect services (e.g., human resources) & support services operations & supervises assigned personnel for Ohio Veterans' Home, or, in Department of Natural Resources, Division of Parks & Recreation, plans, directs & coordinates overall division-wide fiscal & business office support services to include 72 parks, 8 resort lodges, over 60 campgrounds & annual operating budget of approximately 60 million dollars or, in Department of Natural Resources, Division of Wildlife, directs & coordinates overall division-wide fiscal & business office support services to include central office, 5 District Offices, 8 research units & 6 fish hatcheries.

Participates on or chairs committees; attends various meetings & conferences; acts as duty officer on rotating basis; participates in developing agency/ institution policies, procedures, goals & objectives; prepares correspondence & technical reports; updates procedure manuals; acts as liaison with other governmental agencies concerning fiscal matters; prepares capital improvement & extension plans.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of supervisory principles/techniques; accounting or business management; public relations; state laws & rules governing fiscal & support services operations\*; personnel policies & procedures\*; employee benefits\*. Skill in use of office equipment (e.g., adding machine/calculator, copier, video display terminal\*). Ability to handle variety of fiscal & support services responsibilities & determine specific course of action; gather, collate & classify information about data, people or things; prepare technical reports, records, policies & procedures; handle routine & sensitive contacts with & inquiries from general public, vendors/business, employees & government officials.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

12 mos. exp. as Business Administrator 3, 63317.

-Or completion of undergraduate core coursework in accounting or business management; 4 yrs. exp. in accounting or business management; 18 mos. trg. or 18 mos. exp. in supervisory principles/techniques.

-Or 6 yrs. trg. or 6 yrs. exp. in accounting & auditing or business management; 18 mos. trg. or 18 mos. exp. in supervisory principles/techniques.

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

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

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May work flexible hours; may work as duty officer on rotating basis.