

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

Business Enterprise Specialist

SERIES NO.:

6457

MAJOR AGENCIES:

Rehabilitation Services Commission

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the business enterprise specialist occupation is to provide management direction & consultation to food service operators who are visually impaired & operating under the business enterprise program.

At the lower level, incumbents serve as consultants to business enterprise operators to promote improvement of services, equipment & operations within assigned region.

At the higher level, incumbents develop, write, implement & maintain training programs, identify problem areas & license vending facility operators on state-wide basis.

CLASS TITLE:

Business Enterprise Specialist

CLASS NUMBER:

64571

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of business administration including sales, production & marketing, retail management, accounting, laws & regulations governing small business & food & vending operations & public relations in order to serve as consultant to business enterprise operators (i.e., food service stand operators) to promote improvement of services, equipment & operations.

CLASS TITLE:

Business Enterprise Program Coordinator

CLASS NUMBER:

64574

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The coordinator level class works under general direction & requires extensive knowledge of business administration including sales, production & marketing, retail management, laws & regulations governing small business & food & vending operations & employee training & development in order to develop, write, implement & maintain training programs for food service operators who are visually impaired & operating under business enterprise program.

<u>CLASS TITLE:</u> Business Enterprise Specialist	<u>CLASS NUMBER:</u> 64571	<u>BARGAINING UNIT:</u> 14
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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 management direction & consultation to enterprise operators (i.e., individuals who are visually impaired) in assigned region on merchandise displays, pricing, advertising, inventory control, bookkeeping, tax reporting & other relevant day-to-day business management activities & trains new operators on location when training officer is not available.

Inspects facilities for adherence to sanitation standards; checks for proper food preparation & adequacy of working conditions; evaluates facilities for quality & efficiency of operations & equipment; suggests & develops relevant procedures & programs to improve overall functioning of enterprise.

Processes all invoices & approves authorization for payment of equipment & services to operators; maintains necessary records on all inspections & submits all required reports; keeps records of expenditures on each location & amount of income derived.

Participates in design & establishment of new business enterprises; acquires properties, equipment, leases, public health approval & licenses; participates in preliminary research to assure success of new locations.

MAJOR WORKER CHARACTERISTICS:

Knowledge of business administration including sales, production & marketing; retail management; accounting; laws & regulations governing small business & food & vending operations; public relations*; industrial accident prevention or control*; manpower planning*; inventory control. Ability to define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; prepare meaningful, concise & accurate information about data, people or things; gather, collate & classify information about data, people or things.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

2 yrs. trg. or 2 yrs. exp. in business which included responsibility for sales, production, marketing & accounting or bookkeeping.

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel.

CLASS TITLE: Business Enterprise Program Coordinator	CLASS NUMBER: 64574	BARGAINING UNIT: 14
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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.)

Develops, writes & implements training programs for participants (i.e., individuals who are visually handicapped) in food service facility operations & business enterprise rules & regulations to include initial, in-service & advanced upward mobility training, maintains, evaluates, updates & coordinates training programs, conducts training sessions, identifies problem areas & makes recommendations for potential solutions such as training, policy clarification or rule changes, administers & monitors examination to license individuals who are blind as vending facility operators in accordance with federal regulations & applicable Ohio state laws, develops additional training & testing as needed to establish & support practical experience training plans & makes personal assessment of same, makes periodic review of individual, area & statewide business enterprise operations to identify & provide for specific response(s) to maintain or improve overall business performance & prepares & maintains necessary records & required reports.

Assists in analysis & selection of suitable clients for business enterprise training & counsels selected applicants in relation to suitable vocational objectives.

Promotes & advises in regard to establishment of new business enterprise locations; assists in development of proposals & plans for layout of new facilities & equipment; conducts studies & reviews data directed toward assuring efficient & effective facilities including selection of safe, appropriate, low maintenance equipment.

Serves as consultant & advisor to lower-level business enterprise specialists; assists in training all business enterprise specialists in operating procedures (e.g., purchasing of stock; determination of food costs; portion control; food service business management).

MAJOR WORKER CHARACTERISTICS:

Knowledge of business administration including sales, production & marketing; retail management; accounting; laws & regulations governing small business & food & vending operations; public relations; industrial accident prevention or control; manpower planning*; inventory control. Ability to define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; prepare meaningful, concise & accurate information about data, people or things; gather, collate & classify information about data, people or things; conduct training sessions before specialized audience; establish friendly atmosphere as program coordinator of work unit.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

4 yrs. trg. or 4 yrs. exp. in business which included responsibility for sales, production, marketing & accounting or bookkeeping.

-Or 2 yrs. exp. as Business Enterprise Specialist, 64571, with Rehabilitation Services Commission.

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel.