

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

Account Executive

SERIES NUMBER

6639

MAJOR AGENCIES

Job & Family Services

EFFECTIVE

06/03/2012

SERIES PURPOSE

The purpose of the account executive occupation is to promote & explain State employment services available to employers & other organizations & to market available programs & services (e.g., Ohio Means Jobs, Small Business and Work Opportunity Tax Act, Rapid Response Program, Veterans Services) to new, existing or expanding businesses in Ohio.

GLOSSARY

Employment Services – Services available universally to job seekers & employers to foster a public labor exchange which helps reduce the unemployment rate & assists local businesses in filling available jobs to promote economic growth & development.

CLASS TITLE

Account Executive

CLASS NUMBER

66391

PAY RANGE

31

EFFECTIVE

06/03/2012

CLASS CONCEPT

The advanced level class works under general supervision & requires thorough knowledge of employment services in order to promote & explain State employment services available to employers & other organizations & to market available programs & services (e.g., Ohio Means Jobs, Small Business and Work Opportunity Tax Act, Rapid Response Program, Veterans Services) to new, existing or expanding businesses in Ohio.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
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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.)

Promotes & explains services available to employers (e.g., Ohio Means Jobs, Small Business & Work Opportunity Tax Act, Rapid Response Program, Veterans Services); explains & markets programs & services available through other state agencies & local entities (e.g., workforce investment areas) to promote economic development for new, existing or expanding businesses in Ohio; establishes and maintains effective business relationships with employer groups (e.g., Chambers of Commerce, Workforce Investment Act [WIA] Boards) and with community partners (e.g., educational facilities); assists employers with special recruitment efforts (e.g., makes direct contact to explain programs and services available); secures job orders for mass recruitment and assists with recruitment and placement activities.

Provides technical assistance to agency staff, partner staff & employers in navigating through various program requirements; meets with employers to solicit participation on employer & workforce investment committees & to determine & establish plans to assist employers in meeting workforce needs; serves as liaison between agency & business community; meets with representatives from businesses & industries to request their participation in, and support for, job development activities (e.g., apprenticeships, tax credits, veterans services); provides guidance to employers & agency staff to ensure compliance with workforce development program policies and procedures.

Gathers & analyzes data (e.g., labor market information data about local industry, market trends); suggests marketing strategies and assists in developing marketing plans.

Represents agency at meetings, seminars, conferences, job fairs, business-to-business & trade shows; sets-up displays, distributes handouts & materials & discusses available programs & services; makes program presentations; writes speeches and conducts presentations for business and civic groups for the purpose of providing overviews of available services; drafts news releases, public services announcements & related employment stories for review by the ODJFS Office of Communications and for the purpose of enhancing public image; participates in meetings related to economic development (e.g., meets with chambers of commerce & economic development groups); operates personal computer to obtain, enter, verify &/or edit data.

MAJOR WORKER CHARACTERISTICS

Knowledge of state & federal regulations governing implemented training &/or employment programs; public relations; human resources training & development*; labor market data & employment trends; employee training & development*. Skill in operation of computer terminal &/or personal computer; using internet tools (e.g., search engines; browsers). Ability to define problems, collect data, establish facts & draw valid conclusions; prepare meaningful, concise & accurate reports; gather, collate & classify information about data, people or things; communicate orally & in writing.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

18 mos. trg. or 18 mos. exp. in state & federal regulations governing implemented training &/or employment programs; 18 mos. trg. or 18 mos. exp. in public relations; 12 mos. trg. or 12 mos. exp. in labor market data & employment trends; 6 mos. trg. or 6 mos. exp. in operation of computer terminal &/or personal computer; must provide own transportation.

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

Note: For Account Executive positions in the Veterans Services program area preference shall be given first to qualified service-connected disabled veterans and if no such person is available, then to qualified eligible persons, per Title 38, United States Code, Section 4104.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

Requires travel; requires overnight travel; may be required to show proof of automobile insurance; works non standard work schedule.