OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Records Management Supervisor	CODE: 63275C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

AUG 0 2 1987

FUNCTION: Under general supervision from technical or administrative supervisor, develops & administers extensive data collection & records maintenance program for all records, in central office location, of agency having decentralized functions (i.e., data collection & records maintenance are also done at subsidiary locations such as institutions, local &/or district offices) & directly supervises clerical support personnel, or manages system of data collection & record maintenance for particular statewide program of agency (e.g., vital statistics, titling of marines, boats & outboard motors) & directly supervises clerical support staff;

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1 (638)	54-74	Develops & administers extensive data collection & records maintenance program for all records, in central office location, of agency having decentralized functions (i.e., data collection & records maintenance are also done of subsidiary locations such as local &/or district offices, institutions) & directly supervises clerical support personnel, or manages system of data collection & maintenance for particular statewide program of agency (e.g., vital statistics, titling of marines, outboard motors & boats, personnel records) & directly supervises clerical support staff (e.g., establishes procedures for maintenance & storage of records; supervises microfilm &/or microfiche activities; establishes retention schedule of records based upon their administrative, legal & fiscal value & obtain approval from appropriate source; coordinates storage of records with State Record Center; controls distribution of records).	Knowledge of (1) records management, (2) office management*, (3) laws, rules & procedures for retention, destruction & distribution of records*, ability to (4) define problems, collect data, establish facts & draw valid conclusions, (5) gather, collate & classify information about data, people or things, (6) establish friendly atmosphere as supervisor of work unit, (7) write &/or edit policies & procedures concerning records maintenance & data collection.
2 123.1-7-17	12-22	Has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., clerical personnel); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all preceding requiring independent judgment.	Knowledge of 1, 2*, 3*, (8) employee training & development, (9) supervision, (10) interviewing*; ability to 6.

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 600 hrs. training in records management (or 6 mos. exp.); 1 course in supervision (or 3 mos. exp.); 1 course in employee training & development (or 1 mo. exp.); 1 course in public relations (or 1 mo. exp.); or equivalent.	TRAINING & DEVELOPMENT

OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

AUG 11 - 1981

CLASS TITLE:	CODE:
Records Management Supervisor	63275C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	2-8	Provides advice & consultation on records management to department administrators, local government officials or private agencies & other department personnel; coordinates work with other divisions, departments &/or other governmental jurisdiction.	Knowledge of 1, 3*, (11) public relations; ability to 4, 5, (12) handle routine & sensitive contacts with & inquiries from government officials & public.
4	9-19	Performs related administrative duties (e.g., prepares special reports; orders supplies & equipment; controls expenditures; monitors request for filing space & determines if requests are cost-effective & efficient; receives, sorts & distributes mail).	Knowledge of 1, (13) public budgeting & spending*; ability to 4, 5, (14) prepare forms & reports.

(639)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE	CODE:
Records Management Supervisor	63275 C