NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Business Services Officer	CODE: 63311C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from business administrator or other administrative superior, performs & coordinates support functions of agency or institution (e.g., fiscal, personnel, payroll, maintenance, laundry, groundskeeping, food service, heating plant, commissary); may acts as lead worker (i.e., provides work direction & training) over support staff when assigned; PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	33-53	Coordinates &/or performs variety of fiscal functions (e.g., assists in preparation, review &/or analysis of budget, assists in budgetary planning, maintains fiscal records & accounts, audits, monitors & approves expenditures, including purchasing of supplies & commodities, processes vouchers, prepares payroll).	Knowledge of (1) public accounting, public finance or public budgeting, (2) bookkeeping, (3) purchasing, (4) state laws regulating fiscal policies & procedures*, (5) supervision*; ability to (6) define problems, collect data, establish facts & draw valid conclusions, (7) calculate fractions, decimals & percentages, (8) prepare meaningful, concise & accurate reports, (9) gather, collate & classify information about data or things, (10) establish friendly atmosphere as supervisor of work unit.
2 (645)	15-35	Performs variety of personnel functions (e.g., prepares personnel actions & position descriptions, interprets Ohio civil service laws & procedures, assists in development of personnel policies, recruits, interviews & places or recommends placement of applicants; advises & counsels employees, explains employee benefits, prepares reports & maintains personnel records).	Knowledge of (11) manpower planning*, (12) civil service laws & procedures (i.e., Chapter 124 of Ohio Revised Code), (13) interviewing, (14)counseling*, (15) agency personnel policies & procedures*, (16) social insurance (e.g., workers compensation, unemployment compensation, social security, disability insurance, public employee's retirement); ability to 6, 8, 9, (17) interview job applicants effectively.

123:1-7-17

*Developed after employment

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 3 courses in accounting, which must include one course in public budgeting (or 3 mos. exp.); 3 courses in bookkeeping (or 3 mos. exp.); 1 course in purchasing (or 1 mo. exp.); 1 course in interviewing (or 1 mo. exp.); 1 course in social insurance (e.g., workers' compensation, unemployment compensation, social security, disability insurance, public employees' retirement) (or 1 mo. exp.); or equivalent.

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	14-24	Coordinates support functions (e.g., maintenance, laundry, groundskeeping, food service, heating plant, commissary).	Knowledge of 5*, 12, 15; ability to 6, 9, 10.
4	8-18	Completes required reports (e.g., federal & state, statistical), establishes & maintains files, prepares correspondence & attends meetings & conferences.	Ability to 6, 9.

(646)

123:1-7-17

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