NEW

OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Business Administrator 1	63313C
MAJOR AGENCIES:	**JURISDICTION:**
County Offices, Universities	Cnty., Univ.

FUNCTION: Under general supervision from agency head, business administrator 3 or 4 or other administrative superior, independently or as assistant to business administrator 3 or 4 plans & directs fiscal, personnel & support operations in agency or institution, participates in development & implementation of policies, goals & objectives & directly supervises staff involved in fiscal, personnel & support operations (i.e., housekeeping, laundry, maintenance, farm, grounds, building inspection, safety & security, mail & delivery services, switchboard & communications, storeroom, garage, commissary, food services);

- PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	33-43	Independently, or as assistant to business administrator 3 or 4, plans & directs fiscal functions in agency or institution (i.e., accounting, payroll, purchasing, inventory control, budget planning, preparation & review, receipt & disbursement of funds & authorization of expenditures, preparation of fiscal reports & maintenance of fiscal records), participates in development of fiscal goals & objectives & has authority ro hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., business services & clerical support personnel); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment.	Knowledge of (1) public accounting, public finance or public budgeting, (2) bookkeeping, (3) purchasing, (4) federal &/or state laws regulating fiscal policies & procedures, (5) inventory control, (6) statistics, (7) supervision, (8) deal with non-verbal symbolism formulas, equations & graphs, (10) use statistical analysis, (11) develop complex reports & position papers, (12) gather, collate & classify information about data, people or things, (13) handle sensitive inquiries from & contacts with officials & general public.

(6+8)

23:1-7-17

*Developed after employment

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

Completion of undergraduate major program core coursework in accounting (or 2 yrs. exp. in accounting & auditing); or equivalent. Note: applicants with only bookkeeping exp. do not qualify.

AUG 0 2 1981

NEW

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Business Administrator 1	CODE: 63313C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	21-41	Plans, organizes & directs or assists in directing assigned support operations of agency or institution (i.e., housekeeping, laundry, maintenance, farm, grounds, building inspection, safety & security, mail & delivery services, switchboard & communications, storeroom, garage, commissary, food services), participates in policy development & implementation for assigned areas & supervises service, clerical &/or support staff.	Knowledge of 5, 7, (14) state & local laws & rules governing food service operations*, (15) state & local laws & rules governing building safety*, (16) state & local laws & rules governing public buildings licensure or certification for occupancy*, (17) federal, state & local laws & rules governing institutional or penal operations*; ability to 12, 13, (18) define problems, collect data, establish facts & draw valid conclusions, (19) understand manuals & verbal instructions, technical in nature.

(644)

123:1-7-17

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NEW AUG 0 2 1987

CLASS TITLE: Business Administrator 1

CODE: 63313C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	16-36	Plans, organizes & directs or assists in directing personnel sub-programs (i.e., recruitment, selection & placement, labor relations/collective bargaining, affirmative action, development & enforcement of internal personnel policies, staff development, employee benefits), acts as liaison between agency & central office &/or Ohio Department of Administrative Services, Division of Personnel & reviews paperwork to ensure compliance with civil service laws & rules & supervises clerical &/or support staff in performance of routine personnel functions (e.g., maintenance of personnel records, preparation & submission of personnel actions, payrolls, benefit forms & routine reports).	Knowledge of 7, 8, (20) civil service laws, rules & procedures (i.e., chapter 124 of Ohio Revised Code & Chapter 123 of Administrative Code), (21) agency personnel policies & procedures*, (22) social insurance (e.g., workers compensation, unemployment compensation, social security, disability insurance, public employee's retirement), (23) federal & state laws & rules governing fair employment practices (i.e., equal employment opportunity laws), (24) labor-management relations, (25) interviewing, (26) personnel management &/or industrial psychology (e.g., selection & placement, job or task analysis, development of criteria, measurement & test design); ability to 11, 12, 13, (27) calculate fractions, decimals & percentages.

(650)

123:1-7-17

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UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

TRAINING & DEVELOPMENT: