NEW AUG 17

OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Business Administrator 2

CODE: 63314C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from agency head, business administrator 4 or other administrative superior, independently, or as assistant to business administrator 4 in largest institution, plans & administers fiscal program (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) & assists in planning & directing or independently plans & directs personnel sub-programs (i.e., recruitment, selection & placement, labor relations/collective bargaining, affirmative action, development & implementation of internal personnel policies, staff development, employee benefits) & support operations (i.e., housekeeping, laundry, maintenance, grounds, power plant, food service, garage, motor pool, security, storekeeping, mail & delivery, communications, public relations), directly supervises fiscal, personnel & support professional, service, clerical & skilled trades personnel in assigned. PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	22-42	Independently or, as assistant to business administrator 4 in largest institution, plans & administers fiscal program (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, develops & implements fiscal policy) & has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., professional, technical, administrative, clerical & skilled trades personnel), to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all 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) human resources training & development; ability to (9) deal with non-verbal symbols in 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.

(651)

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*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) plus 6 mos. fiscal management exp. & 3 mos. supervision/management exp.; or equivalent.

NEW

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	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: areas & participates in development of agency wide policies & programs;

RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	28-48	Independently or as assistant to higher-level business administrator plans & administers agency support functions (i.e., housekeeping, laundry, maintenance, grounds, power plant, food service, garage, motor pool, security, storekeeping, mail & delivery, communications, public relations), develops & implements policy for support functions & directly supervises service, clerical, skilled trades &/or support staff.	Knowledge of 3, 5, 7, 8, (14) state & local laws & rules governing food service operations*, (15) federal, state & local laws & rules governing building safety*, (16) federal, state &/or local laws & rules governing public buildings & licensure or certification for occupancy*, (17) federal, state & local laws & rules governing institutional or penal operations*; ability to 11, 12, 13, (18) deal with many variables & determine specific course of action.
3	13-23	Plans & administers personnel sub-programs (i.e., recruitment, selection & placement, labor relations/collective bargaining, affirmative action, development & implementation 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, & directly supervises staff responsible for one or more assigned sub-programs.	Knowledge of 7, 8, (19) civil service laws, rules & procedures (i.e., Chapter 124 of Ohio Revised Code & Chapter 123 of Administrative Code), (20) agency personnel policies & procedures*, (21) social insurance (e.g., workers compensation, unemployment compensation, social security, disability insurance, public employee's retirement), (22) federal & state laws & rules governing fair employment practices (i.e., equal employment opportunity law), (23) labor management relations, (24) interviewing, (25) personnel management &/or industrial psychology (e.g., selection & placement, job or task analysis, development of

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123:1-7-17

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

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CLASS TITLE: Business Administrator 2

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MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
			criteria, measurement & test design); ability to 11, 12, 13, 18.
4	2-22	Participates in development of agency-wide policies & programs; substitutes for agency or institution head in administration of total agency program; provides administrative support to higher-level business administrator (e.g., substitutes in supervisor's absence as head of major support functions, acts as liaison between institution head & support staff, reviews policies & procedures & makes recommendations).	Ability to 11, 12, 13, 18.

(653)

123:1-7-17

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