NEW

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Business Administrator 3	CODE: 63315C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under administrative direction from institution superintendent or other administrative superior in medium to large agency or institution independently 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), plans & administers all support functions of institution (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 of institution, plans & administers personnel sub-programs & acts as liaison between institution & central office &/or Ohio Department of Administrative Services, Division of Personnel, & provides direct supervision

PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	20-40	Plans & administers fiscal program in medium to large 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, 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 & managerial fiscal, personnel, support service, clerical, skilled trades &/or support staff 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 budgeting or public finance, (2) bookkeeping, (3) purchasing, (4) federal & state laws & rules regulating fiscal policies & procedures, (5) inventory control, (6) statistics, (7) management/supervision, (8) human resources training & development; ability to (9) deal with nonverbal 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) establish friendly atmosphere as division or large section chief.
2	32-52	Plans & administers all support functions of institution (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 & provides direct supervision (i.e., assigns & reviews work, trains, evaluates work performance, approves/disapproves leave requests, recommends disciplinary action) to service, clerical, skilled trades &/or support	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 *Developed after employment

(664) 123-1-77

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

Completion of undergraduate major program core coursework in accounting (or 2 yrs. exp. in accounting & auditing) plus 9 mos. fiscal management exp. & 6 mos. exp. as supervisor or manager; or equivalent. Completion of graduate coursework in fiscal management

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Business Administrator 3	CODE: 63315C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

NEW

FUNCTION:

to professional & managerial fiscal, personnel, support service, clerical, skilled trades &/or support staff; PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
		staff.	governing institutional or penal operations*; ability to 11, 12, 13, (18) deal with many variables & determine specific course of action.
3 (655)	8-18	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 institution & central office &/or Ohio Department of Administrative Services, Division of Personnel, & reviews paperwork to ensure compliance with civil service laws & rules, provides direct supervision to 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) institutional & departmental 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 criteria, measurement & test design); ability to 11, 12, 13.
4 (23.1-7-17)	5-25	Participates in development & implementation of institutional & agency-wide policies & programs, substitutes for agency or institution head in administration of total agency program; represents agency or institution at meetings &/or conferences.	Knowledge of (26) public relations; ability to 11, 12.

*Developed after employment

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

may be substituted for 6 mos. of required fiscal management.