NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Business Administrator 4	CODE: 63316C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under administrative direction from institution superintendent or administrative superior in largest institution (i.e., determined by number of clients/residents & number of filled staff positions & comparing all institutions under one department's jurisdiction), 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 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, plans & administers all support functions of institution (i.e., housekeeping, laundry, maintenance, grounds, power plant, PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1 (656)	10-60	In largest institution (i.e., determined number of clients/residents & number of filled staff positions & comparing all institutions under one department's jurisdiction), 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 & 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 non-verbal sysbols 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.
2 123:1-7-17	18-38	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 &	Knowledge of 7, 8, (14) civil service laws, rules & procedures (i.e., Chapter 124 of Ohio Revised Code & Chapter 123 of Administrative Code), (15) institutional & departmental personnel policies & procedures*, (16) social insurance (e.g., workers compensation, unemployment com- *Developed after employment

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

Completion of undergraduate major program core coursework in accounting (or 2 yrs. accounting & auditing exp.) plus 12 mos. fiscal management exp. & 6 mos. exp. as supervisor or manager; or equivalent. Completion of graduate core coursework in fiscal management may substitute for 6 mos. of required fiscal management exp.

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FUNCTION: food service, garage, motor poole, security, storekeeping, mail & delivery, communications, public relations) & provides direct supervision to professional & managerial fiscal, personnel, service, clerical, skilled trades &/or support staff; may be assigned to central office location of department, having jurisdiction over assigned state institutions, with responsibility for monitoring activities of institutional controllers classified as lower-level business administrators;

PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
		rules & provides direct supervision to staff responsible for one or more assigned sub-programs.	pensation, social security, disability insurance, public employee's retirement), (17) federal & state laws & rules governing fair employment practices (i.e., equal employment opportunity law), (18) labor management relations, (19) interviewing, (20) personnel management &/or industrial psychology (e.g., selection & placement, job or task analysis, development of criteria, measurement & test design); ability to 11, 12, 13.
3 (657) 123.1-7-17	8-18	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 & support functions & provides direct supervision to service, clerical, skilled trades &/or support staff.	Knowledge of 3, 5, 7, 8, (21) state & local laws & rules governing food service operations*, (22) federal, state & local laws & rules governing building safety*, (23) federal, state &/or local laws & rules governing public buildings & licensure or certification for occupancy*, (24) federal, state & local laws & rules governing institutional or penal operations*; ability to 11, 12, 13, (25) deal with many variables & determine specific course of action.

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
4	5-25	Participates in development & implementation of institutional & agency-wide policies & programs, substitutes for institution superintendent in administration of total agency program; represents institution at meetings &/or conferences.	Knowledge of (26) public relations; ability to 11, 12.

(658)

123:1-7-17

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UNUSUAL WORKING CONDITIONS:

FORM ADM-4134

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