OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Liaison Officer 1	63511C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under general direction from higher-level liaison officer or administrative supervisor, either independently represents assigned agency in all legislative matters (i.e., activities are restricted to contacts with governor's office, legislators, other departments & goverment jurisdictions, special interest groups & public within Ohio), or assists higher-level liaison officer, deputy director, planning administrator or appointing authority in planning, developing & implementin legislative activities (i.e., represents agency, normally one having decentralized operations or whose operations involve negotiations with businessmen of other countries or states, before state & federal legislators, governor, special interest groups, other departments or government jurisdictions & public both in & out of Ohio; has total responsibility for legislative matters pertaining to specific program or sub-division of agency or is involved in all issues or develops continuing personal contacts with local & federal government officials, departmental personnel & PERFORMS RELATED DUTIES AS REQUIR

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	30-50	Either independently represents assigned agency in all legislative matters (i.e., activities are restricted to contacts with governor's office, legislators, other departments & government jurisdictions, special interest groups & public within Ohio), or assists higher-level liaison officer, deputy director or appointing authority in planning, developing & implementing legislative activities (i.e., represents agency, normally one having decentralized operations or whose operations involve negotiations with businessmen of other countries or states, before state & federal legislators, governor, special interest groups, other departments or government jurisdictions & public both in & out of Ohio; has total responsibility for legislative matters pertaining to specific program or sub-division of agency or is involved in all issues or develops continuing personal contacts with local & federal government officials, departmental personnel & consultants to explain, interpret & resolve differences or misunderstandings in elements of highway or highway related projects), makes speeches &/or presentations explaining programs, conducts meetings & reviews contract proposals & participates in contract negotiations when assigned.	Knowledge of (1) public relations, (2) basic organization & operation of federal, state & local government as they pertain to employing agency*, (3) public speaking, (4) political science dealing with American policy analysis or development of public policy, (5) technical writing, (6) contract negotiation, (7) federal & state legislative process (i.e. system by which legislation is drafted, introduced & passed), (8) public budgeting & speaking; ability to (9) deal with many variables & determine specific action, (10) calculate fractions, decimals & percentages, (11) write &/or edit technical documents (i.e., contracts, legislation), (12) gather, collate & classify information about data, people or things, (13) handle sensitive inquiries from & contacts with officials & general public.

(659)

123.1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:
May require overnight travel.

MINIMUM CLASS REQUIREMENTS: *(Including license, if any.)* 3 courses in public relations (or 3 mos. exp.); 3 courses in public speaking (or 3 mos. exp.); 3 courses in political science dealing with American policy analysis or development of public policy (or 3 mos. exp.); 3 courses in technical writing (or 3 mos. exp. in drafting &/or editing administrative rules or legislation); 1 course in federal & state

TRAINING & DEVELOPMENT: If representing agency b fore state legislatur registration as lobby ist or legislative a- gent must be obtained

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MAJOR AGENCIES: County Offices, Universities

CODE: 63511C

JURISDICTION: Cnty., Univ.

FUNCTION: consultants to explain, interpret & resolve differences or misunderstandings in elements of highway or highway related projects), makes speeches, presents programs & testifies at hearings, researches legislation for departmental & program impact, drafts legislation & monitors movement through legislative process & selects or recommends selection of legislative sponsors &/or reviews contract proposals & participates in contract negotiations, responds to inquiries, provides information &/or prepares news releases & articles for publication;

PERFORMS RELATED DUTIES AS REQUIR

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	23-43	Researches & analyzes existing & proposed legislation for potential impact on departmental programs, operations & policies, drafts legislation & monitors movement through legislative process & selects or recommends selection of legislative sponsors; testifies at hearings as agency representative; develops new systems & procedures for reviewing & analyzing proposals for special programs; examines existing contracts, analyzes proposals for modification of existing contracts & reviews related projects.	Knowledge of 3, 4, 5, 7, 8; ability to 9, 11, 12, 13.
3	17-37	Provides written response to inquiries from legislators, government officials & general public & writes reports & position papers explaining departmental programs & policies; prepares news releases & articles for publication; collects & analyzes data & makes recommendations on feasibility of programs or policies.	Knowledge of 5; ability to 9, 12, 13, (14) develop complex reports & position papers.

(660)

23.1-7-17

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legislative process (i.e., system by which legislation is drafted, amended, introduced & passed) (or 1 mo. exp.); 1 course in contract negotiation (or 1 mo. exp.); 1 course in public budgeting & spending (or 1 mo. exp.); or equivalent. Note: 1 course in law (i.e., legislation) may be substituted for coursework requirement in technical writing & federal & state legislative process.

TRAINING & DEVELOPMENT: pursuant to Section 101.72 of Revised Code.

FORM ADM-4134

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