OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 [illegible]

CLASS TITLE:	CODE:
Public Information Officer 1	64421C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under general supervision from public information officer 2 or other administrative supervisor, supervises public information personnel engaged in one segment of assigned department's overall public information program, assists supervisor with administrative tasks, plans & develops news releases & special programs to project favorable public image, answers requests for information & keeps management informed of public information processes;

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	20-30	Has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., public information personnel engaged in one segment of assigned department's overall public information program); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment & assists supervisor with administrative tasks (e.g., policy development, budget preparation, coordination of special projects).	Knowlege of (1) supervision, (2) budgeting, (3) manpower planning, (4) employee training & development, (5) public relations; ability to (6) establish friendly atmosphere as supervisor of work unit, (7) define problems, collect data, establish facts & draw valid conclusions, (8) handle sensitive inquiries from & contacts with officials & general public.
2	28-48	Develops, prepares, proofs & issues news releases to keep public informed of agency operations & to project favorable public image, develops & presents information & educational displays, programs, materials &/or speeches, disseminates public information to media & writes, edits & does some layout work on publications, articles &/or newsletters.	Knowledge of (9) advanced newswriting, reporting & editing, (10) photojournalism, (11) graphics of communications; ability to 7, 8, (12) write &/or edit articles for publication, (13) prepare & deliver speeches before specialized audiences & general public, (14) use proper research methods in gathering data.

(743) 123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:
May require travel.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Completion of undergraduate major program core coursework in journalism or communication, as required by university or college, (or 2 yrs. journalism or communication exp.) plus: 100 hrs. training in supervision (or 1 mo. exp. as supervisor or lead worker); 1 course in budgeting (or 1 mo. exp.); 1 course in public relations (or 1 mo. exp.); or equivalent.

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	18-38	Provides information about agency activities to agency personnel, other agencies & general public by responding to written inquiries, telephone calls & requests for speeches &/or presentations.	Knowledge of 5, (14) English grammar & composition; ability to 7, 8, 13, (15) gather, collate & classify information about data, people or things.
4	0-19	Evaluates, revises &/or assists in development, preparation & dissemination of public information; sets up conferences & coordinates arrangements with various media.	Knowledge of 5; ability to 7, 8, 12, 13, 14.

(744)

123:1-7-17

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UNUSUAL WORKING CONDITIONS:

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

FORM ADM-4134

CLASS TITLE	CODE:
Public Information Officer 1	64421 C