AUG 0 1987

NEW

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Photo Laboratory Supervisor	CODE: 82225C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

FUNCTION: Under general direction from administrative superior or engineer, supervises photographic processing & printing unit, performs complex photo lab work & coordinates work with other units;

- PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	50-60	Supervises activities of photo laboratory (e.g., plans & maintains production schedules & workload assignments, etc.); trains employees; sets & maintain quality standards.	Knowledge of (1) office practices & procedures*, (2) safety practices, (3) supervision, (4) employee training & development, (5) photographic chemicals & procedures; skill to (6) operate photographic & darkroom equipment; ability to (7) apply principles to solve varied & complex problems, (8) perform routine mathematical calculations, (9) write routine reports, interview job applicants & understand technical manuals, (10) establish friendly atmosphere as supervisor.
2	8-18	Performs varied & complex lab assignments (e.g., produces half-tone mezzo-tint, photo chemical line negatives for printing plates, prepares inter-negatives, kodaliths, & color prints, checks equipment, prepares photo chemicals, etc.).	Knowledge of 1*, 2, 3, 5; skill to 6; ability to 7, 8.
3	9-15	Prepares budget recommendations & other periodic reports, maintains inventory & makes recommendations for equipment requisitions.	Knowledge of 1*, 4, 5; ability to 7, 8, 9.
4	7-17	May perform special photographic reporting &/or assign photographers to cover various events.	Knowledge of 1*, 3, 5; skill to (11) operate camera equipment; ability to 7, 10.

*Developed after employment

(1090)

123:1-7-17

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:
Exposed to chemical fumes.		On-the-Job

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
5	3-9	Coordinates photo lab work with other units concerned with publications & printing processes; recommends adoption of procedures & policies.	Knowledge of 1*, 5; ability to 7, 8, 9.

(1091)

123:1-7-17

*Developed after employment

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

FORM ADM-4134

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CODE: 82225C