

**STATE OF OHIO (DAS)**  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**

YCC Work

**SERIES NO.:**

2213

**MAJOR AGENCIES:**

Natural Resources

**EFFECTIVE DATE**

**SERIES PURPOSE:**

The purpose of the YCC work occupation is to coordinate activities between the state & local officials in order to operate the summer youth litter corps program or other work projects efficiently & effectively.

At the lower level, incumbents coordinate work activities in keeping with joint agreements with county & city officials, grant coordinators & JTPA delivery agents in assigned counties.

At the higher level, incumbents act as supervisor to plan & oversee all activities & personnel at residential camp or several non-residential camps.

**CLASS TITLE:**

YCC Work Project Coordinator

**CLASS NUMBER:**

22131

**EFFECTIVE DATE:**

03/26/1990

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of policies & procedures governing activities of summer youth litter corps in order to coordinate & monitor activities in keeping with joint agreements with cities & counties.

**CLASS TITLE:**

YCC Camp Manager

**CLASS NUMBER:**

22135

**EFFECTIVE DATE:**

06/22/1990

**CLASS CONCEPT:**

The supervisory level class works under general direction & requires considerable knowledge of policies & procedures governing operations of residential or non-residential camps & related work projects in order to supervise subordinate personnel providing work direction & guidance to participants & to plan & monitor overall operations of residential camp or several non-residential camps.

<b>CLASS TITLE:</b> YCC Work Project Coordinator	<b>CLASS NUMBER:</b> 22131	<b>BARGAINING UNIT:</b> 06
---	-------------------------------	-------------------------------

**EFFECTIVE DATE:**

03/26/1990

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Coordinates work activities of summer youth litter corps crew leaders in keeping with joint agreements with county & city elected officials, litter grant coordinators & JTPA delivery agents in assigned counties, ensures crew leaders execute their duties in timely manner, resolves complaints concerning work performed, monitors work & evaluates accomplishment & safety of work crews, advises & trains crew leaders & inventories supplies necessary for crews to complete work projects.

Prepares & maintains required records & reports; assists in preparing composite weekly report & news letter; assists in coordinating joint media coverage.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of policies & procedures governing summer youth litter corps program or other work projects; public relations; inventory control; ability to define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information concerning data, people or things; handle routine & sensitive inquiries from & contacts with government officials, media & general public.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

12 mos. trg. or 12 mos. exp. acting as leader of YCC work crew; 1 course or 3 mos. exp. in inventory control; 1 course or 3 mos. exp. in public relations; valid driver's license.

-Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Requires travel.

<b>CLASS TITLE</b> YCC Camp Manager	<b>CLASS NUMBER:</b> 22135	<b>BARGAINING UNIT:</b> EX
--	-------------------------------	-------------------------------

**EFFECTIVE DATE**

06/22/1990

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises conservation crew leaders who provide work direction & guidance to youths participating in summer work projects or other conservation projects, plans & directs, work, educational & recreational activities for participants & manages & oversees housing & food services at residential camp or monitors activities at several non-residential camps.

Meets with community leaders & government officials to develop work programs & projects; administers work training programs in assigned areas; prepares & maintains required reports & oversees preparation of daily records; assists in annual closure of YCC projects.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of supervisory principles/techniques\*; procedures governing summer youth litter corps program or other work projects & camp operations; public relations. Ability to define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things; handle routine & sensitive inquiries from & contacts with government officials & general public; establish friendly atmosphere as supervisor.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

12 mos. trg. or 12 mos. exp. as YCC Work Project Coordinator, 22131.

-Or 12 mos. trg. or 12 mos. exp. in planning & coordinating work projects requiring cooperation between two or more jurisdictions or planning & overseeing operations of day camp or residential camp for youths.

-Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.