

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**  
Liquor Control Compliance Officer**SERIES NO.:**  
2352**MAJOR AGENCIES:**  
Commerce Only**EFFECTIVE DATE:**  
01/09/2005**SERIES PURPOSE:**

The purpose of the liquor control compliance officer is to conduct inspections of liquor permit premises & to determine & ensure that permit holders and applicants are in compliance with state liquor laws & Liquor Control Commission regulations. At the lower level, incumbents independently conduct compliance inspections of retail permit premises or beer & wine manufacturers & distributors. At the higher levels, incumbents supervise liquor control compliance officers & coordinate inspection activities.

**CLASS TITLE**

Liquor Control Compliance Officer

**CLASS NUMBER**

23521

**PAY RANGE**

10

**EFFECTIVE**

06/18/2000

**CLASS CONCEPT:**

The full performance level class works under direct supervision & requires considerable knowledge of investigative techniques & procedures & Ohio Revised Codes & regulations & orders of Liquor Control Commission applicable to conducting inspections of liquor permit premises in order to conduct investigations & inspections of liquor permit premises to control traffic in beer & intoxicating liquor, including sale & granting or refusal of permits for sale of beer & intoxicating liquor as authorized by Ohio Revised Codes, & determine & ensure compliance to all statutory & administrative provisions.

**CLASS TITLE**

Liquor Control Compliance Supervisor 1

**CLASS NUMBER**

23525

**PAY RANGE**

12

**EFFECTIVE**

01/05/1997

**CLASS CONCEPT:**

The advanced level class works under direction & requires thorough knowledge of investigative techniques & procedures in order to assist district supervisor in supervising compliance officers & coordinating activities.

**CLASS TITLE**

Liquor Control Compliance Supervisor 2

**CLASS NUMBER**

23526

**PAY RANGE**

13

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The supervisory level class requires thorough knowledge of investigative techniques & procedures & Ohio's liquor control laws in order to administer & supervise all compliance, inspection &/or investigation activities associated with beer & wine industry or retail permits in assigned district.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Liquor Control Compliance Officer	23521	02	06/18/2000	10

**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.)**

Conducts investigations & inspections (e.g., false ownership; permit renewal; new permits; additional class; ownership transfer; transfers exempt; stock transfer; location transfer; expansions; felons having ownership interests) of liquor permit premises to control traffic in beer & intoxicating liquor, including sale & granting or refusal of permits for sale of beer & intoxicating liquor as authorized by Ohio Revised Codes, determines & ensures compliance to all statutory & administrative provisions, explains & interprets federal, state, local & departmental statutes/codes/ordinances to business owners/operators, verifies taxing districts for proper appropriation of sales tax revenues, conducts unannounced interviews & inspections, verifies & corrects application data (e.g., addresses; voting precincts; location; annexation; controlling interests), conducts area & building surveys (e.g., inspects physical location of existing or proposed permit premises, inspects equipment & fixtures of such permit premises, produces rough-drafting of geographical areas & commercial structures, operates mechanical measuring device/wheel to determine distances & utilizes computer assisted drafting software to produce reproductions of buildings & geographic areas) to ensure premise compliance, assists businesses with operating in compliance with all requirements of liquor laws & regulations & issues & serves violation & correction notices for non-compliance.

Determines on-view violations &/or non-compliance issues & initiates appropriate corrective measures (e.g., confers with supervisors prior to issuance of violation notices); conducts ownership investigations to determine false ownerships; conducts interviews (e.g., with convicted felons, permit holders/agents &/or witnesses); conducts research (e.g., reviews & interprets business/operating contracts for compliance; audits & reconciles books & records from permit premises operations; researches governmental records; determines &/or verifies citizenship; obtains certified copies of court records); operates personal computer & prepares investigation report; prepares request for citation (i.e., form 198); takes/attests to affidavits; serves civil subpoenas & liquor control commission orders; verifies taxing districts for annexations pursuant to Ohio Revised Code; maintains evidence; conducts inspections (e.g., of bars, restaurants, restrooms, kitchens, basements & draft beer systems) for insanitary conditions.

Maintains direct contact with individuals who may be uncooperative, irate, armed, intoxicated &/or hostile; develops & maintains professional relationship with local law enforcement agencies, general public & government/elected officials; maintains contacts with attorneys & responds to status requests; lectures &/or provides training to civic, church & school groups on state liquor laws, regulations & departmental policies relating to permits per instructions of permit chief or supervisor as assigned; presents testimony in civil & criminal courts of law & before boards & liquor control commission; attends professional training/seminars; conducts field training for new liquor control compliance officers; serves on committees.

Maintains office & files at personal residence; operates personal computer (e.g., develops investigation reports; composes memorandums & correspondence); upgrades & installs issued computer software; operates cameras (e.g., digital; Polaroid); operates assigned state vehicle in accordance with established rules & regulations to travel to permit sites; completes daily report of all activities (e.g., payroll; vehicle expense & maintenance reports; expense vouchers; telephone logs); completes unusual incident/activity reports; prepares certified mailings.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of investigative techniques & procedures; Ohio Revised Codes & regulations & orders of liquor control commission applicable to conducting inspections of liquor permit premises\*; rules of evidence\*; public relations; interviewing. Skill in use of personal computer; Visio drawing cad program\*; computer software installation\*; camera (e.g., digital; Polaroid)\*; measuring wheel\*. Ability to define problems, collect data, establish facts & draw valid conclusions; conduct interviews effectively; prepare meaningful, concise & accurate reports; gather, collate & classify data; handle sensitive telephone & face-to-face contacts.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

12 mos. trg. or 12 mos. exp. in investigative techniques & procedures; 3 mos. exp. in operation of personal computer; valid driver's license.

-Or 12 mos. trg. or 12 mos. exp. in examining permit applications; 3 mos. exp. in operation of personal computer; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

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

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Requires overnight travel; works in adverse weather conditions; exposed to physical harm; works alone in high crime areas; may be exposed to vicious guard animals; conducts inspections at construction sites; may be exposed to uncooperative, irate, armed, intoxicated &/or hostile individuals.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Liquor Control Compliance Supervisor 1	23525	EX	01/05/1997	12

**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.)**

Assists district supervisor in supervision & coordination of district permit & compliance activities (e.g., assists in supervising field investigators, office staff & technical personnel; provides input into employee evaluations; reviews & assists in making assignments, provides assistance to investigators in completion of complex & confidential technical reports regarding audits, D-7 permit holders, hidden ownership; personally oversees more difficult & confidential investigations) & acts in absence of supervisor.

Recommends changes in department policies & procedures pertaining to investigations & permits; assists in development of procedure manuals on investigative techniques & law interpretation.

Monitors processing of renewal applications & assists in review of investigation reports, citations, daily activity reports & expense vouchers.

Liaisons with local, state & federal law enforcement & non-law enforcement agencies; coordinates investigations in conjunction with other enforcement agencies; fingerprints permit applicants.

Assists in initiation rejections & revocations of liquor licenses before liquor control commission; provides testimony before, liquor control commission & other local courts of law.

Conducts sensitive investigations as assigned & prepares necessary paperwork for corrective action.

Provides instruction at in-service training schools, speaks before police & civic groups & provides continuing education to investigators & other district employees relevant to new legislation or department policy; responds to public complaints regarding existing/potential permit holders.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of investigative techniques & procedures; Ohio liquor control laws; rules of evidence; public relations; interviewing; law enforcement or business administration or management or other related field; supervisory principles/techniques\*. Skill in use of camera & measuring wheel\*. Ability to define problems, collect data, establish facts & draw valid conclusions; review, edit & evaluate investigative & citation reports; establish friendly atmosphere as assistant supervisor.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in law enforcement, business administration, management, or other related program area; 6 mos. trg. or 6 mos. exp. in investigative techniques & procedures; 6 mos. exp. in application of & explaining Ohio liquor control laws, 6 mos. exp. in application of rules of evidence; must be able to provide own transportation.

-Or 24 mos. exp. as Liquor Control Compliance Officer, 23521; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

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

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Exposed to physical harm; exposed to intoxicated individuals; requires travel; may travel overnight; subject to automatic relocation.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Liquor Control Compliance Supervisor 2	23526	EX	01/09/2005	13

**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 & oversees all activities associated with issuance & renewal of liquor permits & inspection &/or investigation of liquor control violations in assigned district & supervises compliance officers & compliance supervisor 1, makes work assignments & recommends hiring, promotions, suspensions & discharge of personnel & evaluates employee performance & recommends & develops revisions in policy relative to liquor permits.

Plans & develops procedure manuals on investigative techniques & law interpretation, develops training materials & presentations for district employees in areas of investigative techniques, law interpretation & problem solving.

Reviews investigation reports, citations, daily activity reports & expense vouchers; approves or disapproves issuance or renewal of liquor licenses; initiates rejection & revocation of licenses before Liquor Control Commission; maintains confidential liquor law investigation files.

Liaisons with local, state & federal law enforcement & non-law enforcement agencies; safeguards evidence, assists in case development for prosecution before Liquor Control Commission & testifies in court regarding liquor laws & participates in seminars & in-service training; responds to public complaints regarding current & potential permit holders.

Personally oversees most difficult, sensitive & confidential investigations.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of law enforcement, business administration, management or other related field; investigative procedures & techniques; Ohio liquor control laws; rules of evidence; public relations; interviewing; supervisory techniques. Ability to define problems, collect data, establish facts & draw valid conclusions; review & edit reports & initiate appropriate legal action; establish friendly atmosphere as district supervisor.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in law enforcement or business administration or management or other related program area; 12 mos. exp. in application of & explaining Ohio Liquor Control laws, rules & regulations; 18 mos. trg. or 18 mos. exp. in investigative procedures & techniques; 3 courses or 9 mos. exp. in supervisory techniques; 6 mos. exp. in application of rules of evidence; must be able to provide own transportation.

-Or 12 mos. exp. as Liquor Control Compliance Supervisor 1, 23525; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

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

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Exposed to physical harm; exposed to intoxicated individuals. Requires travel; may travel overnight; subject to automatic relocation.