

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
Embalmer & Funeral Facility Inspector

SERIES NO.:
2492

MAJOR AGENCIES:
Board of Embalmers & Funeral Directors

EFFECTIVE DATE

SERIES PURPOSE:

The purpose of the embalmer & funeral facility inspector occupation is to inspect licenses & registrations of funeral homes, funeral directors, embalmers & apprentices & to investigate facilities to determine compliance with Chapter 4717 of Revised Code.

CLASS TITLE:

Embalmer & Funeral Facility Inspector

CLASS NUMBER:

24921

EFFECTIVE DATE:

01/23/1994

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of funeral directing & embalming techniques in order to check licenses & registrations & inspect embalming or funeral directing facilities.

CLASS TITLE Embalmer & Funeral Facility Inspector	CLASS NUMBER: 24921	BARGAINING UNIT: 07
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EFFECTIVE DATE

01/23/1994

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 inspections of any establishment where embalming or funeral directing is carried out to check licenses & registration of funeral homes, funeral directors, embalmers & apprentices & to investigate sanitation & hygiene of facilities & determine compliance with laws, rules & regulations, interviews apprentices, observes their work & reads & has corrections made to their case reports, notifies funeral facility personnel of corrections to be made to resolve minor violations by telephone or correspondence & prepares reports detailing inspections conducted & fitness of facility & personnel for license.

Investigates complaints of or against funeral homes, funeral directors or apprentices through surveillance of individual or facility to determine if there are any violations which may require prosecution by board & prepares reports; assists in preparing case for litigation; assists other investigators in other fields which affect board operations; maintains records of past investigations.

Assists in preparing board rules; arranges & distributes various exams to applicants & proctors examinations; reviews applications for funeral home licenses & makes recommendations to board; assists board in reading continuing education applications & makes recommendations as to credits to be allowed; attends meetings & conferences which includes delivering speeches on occasion.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; state & federal laws, rules & regulations governing embalming & funeral homes; funeral directing; mortuary science. Skill in embalming techniques. Ability to define problems, collect data, establish facts & draw valid conclusions; handle sensitive inquiries from & contacts with funeral directors, embalmers, apprentices, public & government officials; prepare meaningful, concise & accurate reports.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Licensed embalmer in Ohio & 10 yrs. consecutive experience both as embalmer & funeral director per Section 4717.04 of Revised Code; 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:

Travels overnight; exposed to unpleasant odors.