

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

Director

**SERIES NO.:**

6111

**MAJOR AGENCIES:**

All Agencies

**EFFECTIVE DATE:**

03/07/2004

**SERIES PURPOSE:**

The purpose of the director occupation is to act as the governor's appointee & direct operations of a given department.

The only difference between the levels is size of the agency, and the complexity of operations.

**CLASS TITLE:**

Director 1

**CLASS NUMBER:**

61111

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The first director level class works subject to administrative policy & requires thorough knowledge of management in order to direct operations of small or medium-sized department.

**CLASS TITLE:**

Director 2

**CLASS NUMBER:**

61112

**EFFECTIVE DATE:**

01/05/1997

**CLASS CONCEPT:**

The second director level class works subject to administrative policy & requires thorough knowledge of management in order to direct operations of large & frequently complex department.

**CLASS TITLE:**

Director 3

**CLASS NUMBER:**

61113

**EFFECTIVE DATE:**

01/05/1997

**CLASS CONCEPT:**

The third director level class works subject to administrative policy & requires thorough knowledge of management in order to direct operations of very large & complex department.

**CLASS TITLE:**

Director 4

**CLASS NUMBER:**

61114

**EFFECTIVE DATE:**

01/05/1997

**CLASS CONCEPT:**

The fourth director level class works subject to administrative policy & requires thorough knowledge of management in order to direct operations of one of largest & most complex departments.

<b><u>CLASS TITLE:</u></b> Director 1	<b><u>CLASS NUMBER:</u></b> 61111	<b><u>BARGAINING UNIT:</u></b> EX
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**EFFECTIVE DATE:**  
03/07/2004

**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.)

Directs, coordinates, controls & evaluates all internal & external operations of small or medium-sized department.

Formulates & sets policy; directs development of plans for all department functions; directs development of departmental budget, organizational structure, & staffing patterns.

Implements programs through complex decision process involving intensive research, coordination, & cooperation within department & with other departments & agencies.

Meets with legislature to explain departmental operations & to identify new legislation needed.

**MAJOR WORKER CHARACTERISTICS:**  
N.A.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**  
N.A.

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

**UNUSUAL WORKING CONDITIONS:**  
N.A.

<b><u>CLASS TITLE:</u></b> Director 2	<b><u>CLASS NUMBER:</u></b> 61112	<b><u>BARGAINING UNIT:</u></b> EX
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**EFFECTIVE DATE:**  
01/05/1997

**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.)

Directs, coordinates, controls & evaluates all internal & external operations of large & frequently complex department.

Formulates & sets policy; directs development of plans for all department functions; directs development of large departmental budget, organizational structure, & staffing patterns.

Implements programs through complex decision processes involving extensive research, coordination & cooperation within department & with other departments & agencies.

Meets with legislature to explain departmental operations & to identify new legislation needed.

**MAJOR WORKER CHARACTERISTICS:**  
N.A.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**  
N.A.

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

**UNUSUAL WORKING CONDITIONS:**  
N.A.

<b><u>CLASS TITLE:</u></b> Director 3	<b><u>CLASS NUMBER:</u></b> 61113	<b><u>BARGAINING UNIT:</u></b> EX
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**EFFECTIVE DATE:**  
01/05/1997

**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.)

Directs, coordinates, controls, & evaluates all internal & external operations of very large & complex department & directs activities of all major divisions involving highly complex activities in numerous locations.

Formulates & sets policy; directs development of plans for all department functions; directs development of large departmental budget, organizational structure, & staffing patterns.

Implements programs through complex decision processes involving extensive research, coordination, & cooperation within department & with other departments & agencies.

Meets with legislature to explain departmental operations & to identify new legislation needed.

**MAJOR WORKER CHARACTERISTICS:**  
N.A.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**  
N.A.

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

**UNUSUAL WORKING CONDITIONS:**  
N.A.

<b><u>CLASS TITLE:</u></b> Director 4	<b><u>CLASS NUMBER:</u></b> 61114	<b><u>BARGAINING UNIT:</u></b> EX
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**EFFECTIVE DATE:**  
01/05/1997

**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.)

Directs, coordinates, controls & evaluates all internal & external operations of one of largest & most complex state departments & directs activities of all major divisions involving highly complex activities in numerous locations.

Formulates & sets policy; directs development of plans for all departmental functions; directs development of large budget, organizational structure, & staffing patterns.

Implements programs through complex decision processes involving extensive research, coordination, & cooperation within department & with other departments & agencies.

Meets with legislature to explain departmental operations & to identify new legislation needed.

**MAJOR WORKER CHARACTERISTICS:**  
N.A.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**  
N.A.

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

**UNUSUAL WORKING CONDITIONS:**  
N.A.