

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

**CLASSIFICATION SERIES:**  
Board/Commission Secretary

**SERIES NO.:**  
6211

**MAJOR AGENCIES:**  
Regulatory Boards & Commissions

**EFFECTIVE DATE**

**SERIES PURPOSE**

The purpose of the board/commission secretary occupation is to perform administrative duties pertaining to appointed board/commission.

At the first level, incumbents oversee activities of board/commission staff.

At the second level, incumbents direct & manage all programs & activities of board/commission office.

**CLASS TITLE**

Board/Commission Secretary 1

**CLASS NUMBER:**

62111

**EFFECTIVE DATE**

06/22/1990

**CLASS CONCEPT:**

The first managerial level class works under administrative direction & requires extensive knowledge of management principles/techniques, government structure & process & state & federal laws governing assigned board/commission in order to serve as appointee of board/commission or other authority & oversee activities of board/commission staff, implement policies & procedures, serve as liaison for board & interested parties & supervise assigned staff.

**CLASS TITLE**

Board/Commission Secretary 2

**CLASS NUMBER:**

62112

**EFFECTIVE DATE**

06/22/1990

**CLASS CONCEPT:**

The second managerial level class works under administrative direction & requires extensive knowledge of management principles/techniques, government structure & process, state & federal laws governing assigned board/ commission in order to serve as appointee of board/commission or other authority & direct & manage all programs & activities of board/commission office, enforce board/commission laws & rules & supervise assigned staff.

<b>CLASS TITLE</b> Board/Commission Secretary 1	<b>CLASS NUMBER:</b> 62111	<b>BARGAINING UNIT:</b> EX
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**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.)**

Oversees activities of board/commission staff, implements policy & procedures, provides administrative support as needed for board/commission members (e.g., serves as liaison between board & federal, state & local officials, legislators & other interested parties; monitors all legislation regarding board, contacts legislators & testifies before committee hearings) & supervises assigned staff.

Prepares correspondence, reports, financial statements, drafts rules & regulations of board/commission; answers inquiries from public regarding board/commission policy & procedures.

Plans, directs & coordinates all programs of board/commission in investigation, regulation & inspection throughout state; analyzes objectives & procedures of board/commission programs; makes recommendations & changes to achieve greater efficiency & effectiveness.

Develops training programs & refresher courses; coordinates, plans & schedules inspectors for training.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of management principles/techniques; supervisory principles/techniques; public relations\*; office practices & procedures\*; government structure & process\*; state & federal laws applicable to assigned board/commission\*; budgeting; employee training & development\*. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare & deliver speeches; establish friendly atmosphere as supervisor of unit; handle sensitive inquiries & contacts with public & government officials; write routine reports & correspondence.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in business administration or field comparable to assigned area; 3 courses or 9 mos. exp. in management principles/techniques; 3 courses or 9 mos. exp. in supervisory principles/techniques; 3 courses or 9 mos. exp. in budgeting.

-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.

<b>CLASS TITLE</b> Board/Commission Secretary 2	<b>CLASS NUMBER:</b> 62112	<b>BARGAINING UNIT:</b> EX
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**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.)**

Directs & manages all program activities of board/commissioners (e.g., regulates profession by setting standards for licensure & enforces standards through examination, renewal, inspection, investigations & disciplinary actions; represents board/commission with legislature, government agencies, professional associations & general public; administers fiscal activities & prepares budget; attends & testifies at hearings; insures all telephone & written communications are responded to in timely manner) & supervises assigned staff.

Administers board/commission meetings (e.g., sets up agenda, makes physical arrangements, prepares minutes & carries out board/commission directives); may function as board/commission member; attends management meetings & participates in planning & policy development.

Investigates & initiates warnings or legal actions; prepares materials for board/commission hearings or appeals in court; drafts legislative material for board/commission.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of management principles/techniques; supervisory principles/techniques; public relations; office practices & procedures; government structure & process\*; state & federal laws applicable to assigned board/commission; budgeting; employee training & development. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare & deliver speeches; establish friendly atmosphere as supervisor of unit; handle sensitive inquiries & contacts with public & government officials; write routine reports & correspondence.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in business administration or field comparable to assigned area (e.g., engineering, surveying, architecture); 18 mos. trg. or 18 mos. exp. in management principles/techniques; 18 mos. trg. or 18 mos. exp. in supervisory principles/ techniques; 3 courses or 9 mos. exp. in public relations; 6 mos. trg. or 6 mos. exp. in state & federal laws applicable to assigned board/commission; 3 courses or 9 mos. exp. in budgeting; 6 mos. trg. or 6 mos. exp. in employee training & development.

-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.