

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

**CLASSIFICATION SERIES:**  
Board/Commission Member

**SERIES NO.:**  
6222

**MAJOR AGENCIES:**  
Boards, Commissions

**EFFECTIVE DATE**

**SERIES PURPOSE:**

The purpose of the board/commission member occupations is to participate part-time or full-time in performing advisory, administrative, & regulatory functions as provided by specific board/ commission.

The levels of the series are determined by the size of scope.

At the first level, incumbents perform advisory, administrative & regulatory functions of limited scope.

At the second level, incumbents perform functions of moderate scope.

At the third level, incumbents perform functions of medium to large scope.

At the fourth level, incumbents perform functions of large scope.

Note: Class reserved for board/commission member hired after July 14, 1989.

**CLASS TITLE:**

Board/Commission Member 1

**CLASS NUMBER:**

62221

**EFFECTIVE DATE:**

01/05/1997

**CLASS CONCEPT:**

The first managerial level class works under general direction & requires thorough knowledge of applicable laws in order to participate part-time or full-time in performing advisory, administrative & regulatory functions of limited scope, as provided by specific board/commission.

**CLASS TITLE:**

Board/Commission Member 2

**CLASS NUMBER:**

62222

**EFFECTIVE DATE:**

01/05/1997

**CLASS CONCEPT:**

The second managerial level class works under general direction & requires thorough knowledge of applicable laws in order to participate part-time or full-time in performing advisory, administrative, & regulatory functions of moderate scope, as provided by specific board/commission.

**CLASS TITLE:**

Board/Commission Member 3

**CLASS NUMBER:**

62223

**EFFECTIVE DATE:**

01/05/1997

**CLASS CONCEPT:**

The third managerial level class works under general direction & requires thorough knowledge of applicable laws in order to participate part-time or full-time in performing advisory, administrative, & regulatory functions of moderate to large scope, as provided by specific board/commission.

**CLASS TITLE:**

Board/Commission Member 4

**CLASS NUMBER:**

62224

**EFFECTIVE DATE:**

01/05/1997

**CLASS CONCEPT:**

The fourth managerial level class works under general direction & requires thorough knowledge of applicable laws in order to participate part-time or full-time in performing advisory, administrative, & regulatory functions of large scope, as provided by specific board/commission.

<b>CLASS TITLE</b> Board/Commission Member 1	<b>CLASS NUMBER:</b> 62221	<b>BARGAINING UNIT:</b> EX
---	-------------------------------	-------------------------------

**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.)**

Carries out rules & regulations of board/commission, conducts public formal hearings, determines & processes appeals, dictates decisions & reviews claim files assigned for hearings, determines if real property has been assessed properly, collects & receives payments of taxes & borrows & appropriates money.

Hires & supervises board/commission personnel; presents annual & biennial budgets to Ohio legislature for approval; maintains records of board/commission proceedings; answers inquiries from public & media.

Advises board/commission on technical matters in specific area of expertise; performs general research; reviews & discusses materials with other board/commission members.

**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>CLASS TITLE</b> Board/Commission Member 2	<b>CLASS NUMBER:</b> 62222	<b>BARGAINING UNIT:</b> EX
---	-------------------------------	-------------------------------

**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.)

Carries out rules & regulations of board/commission, conducts public formal hearings, determines & processes appeals, dictates decisions & reviews claim files assigned for hearings, determines if real property has been assessed properly, collects & receives payments of taxes & borrows & appropriates money.

Hires & supervises board/commission personnel; presents annual & biennial budgets to Ohio legislature for approval; maintains records of board/commission proceedings; answers inquiries from public & media.

Advises board/commission on technical matters in specific area of expertise; performs general research; reviews & discusses materials with other board/commission members.

**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>CLASS TITLE</b> Board/Commission Member 3	<b>CLASS NUMBER:</b> 62223	<b>BARGAINING UNIT:</b> EX
---	-------------------------------	-------------------------------

**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.)

Carries out rules & regulations of board/commission, conducts public formal hearings, determines & processes appeals, dictates decisions & reviews claim files assigned for hearings, determines if real property has been assessed properly, collects & receives payments of taxes & borrows & appropriates money.

Hires & supervises board/commission personnel; presents annual & biennial budgets to Ohio legislature for approval; maintains records of board/commission proceedings; answers inquiries from public & media.

Advises board/commission on technical matters in specific area of expertise; performs general research; reviews & discusses materials with other board/commission members.

**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>CLASS TITLE</b> Board/Commission Member 4	<b>CLASS NUMBER:</b> 62224	<b>BARGAINING UNIT:</b> EX
---	-------------------------------	-------------------------------

**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.)

Carries out rules & regulations of board/commission, conducts public formal hearings, determines & processes appeals, dictates decisions & reviews claim files assigned for hearings, determines if real property has been assessed properly, collects & receives payments of taxes & borrows & appropriates money.

Hires & supervises board/commission personnel; presents annual & biennial budgets to Ohio legislature for approval; maintains records of board/commission proceedings; answers inquiries from public & media.

Advises board/commission on technical matters in specific area of expertise; performs general research; reviews & discusses materials with other board/commission members.

**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.