

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

Administrative Officer

SERIES NO.:

6313

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

07/10/2005

SERIES PURPOSE:

The purpose of the administrative officer occupation is to plan, direct & coordinate activities within assigned area.

At the first level, incumbents organize & coordinate all program activities of non-technical section or division of state agency & supervise staff, or plan, direct & coordinate all functions of unit providing all support services in non-institutional setting & supervise assigned staff, or plan, direct & coordinate all security operations, spanning three shifts, in non-institutional setting or juvenile correctional facility & supervise security supervisors or duty officers, or plan & administer all activities of one work unit comprised of three or more technical &/or paraprofessional &/or professional employees carrying out different functions.

At the second level, incumbents analyze & develop policies & procedures & coordinate activities of major division, section or department of state agency & supervise staff.

At the third level, incumbents plan, coordinate & direct activities of multiple major sections or division with each section headed by subordinate supervisory personnel & having different functions.

Glossary: The following terms are interpreted to mean the following whenever they appear in the classification specification.

Section: Comprised of two or more work units, with each unit having a minimum of two full-time permanent employees. At least one unit must be headed by a supervisory employee.

Division: Comprised of two or more sections, with each section comprised of two or more work units as defined above. Each section must be headed by a subordinate supervisory employee, one of whom must be classified as Administrative Officer 2, 63132 or like exempt, classification compensated at Pay Range 14. Each section must carry out a different function.

This classification series may not be used to cover any functions currently described by another existing classification specifically designed for the function.

CLASS TITLE

Administrative Officer 1

CLASS NUMBER

63131

PAY RANGE

12

EFFECTIVE

07/10/2005

CLASS CONCEPT:

The first managerial level class works under administrative supervision & requires thorough knowledge of management principles/techniques, supervisory principles/techniques & public relations in order to organize & coordinate activities of non-technical (i.e., any combination of following or like services: clerical/word processing/secretarial, mail room, fleet management, delivery) division or section (i.e., comprised of two or more work units, with at least one unit headed by supervisory employee) of state agency & supervise assigned staff, or to plan, direct & coordinate all functions of unit providing all support services (e.g., combination of purchasing, telecommunications, fleet management, mail, records management, photocopy & like services) in non-institutional setting & supervise assigned staff, or to plan, direct & coordinate all security operations (i.e., in non-institutional setting, or in juvenile correction facility, with security operations spanning three shifts) & supervise two or more security supervisors or duty officers, or to plan & administer all activities of one work unit comprised of three or more technical, paraprofessional &/or professional employees (i.e., as indicated by performance evaluation code assigned to their classification) carrying out different functions (i.e., at least two employees must be classified in different classification series).

CLASS TITLE

Administrative Officer 2

CLASS NUMBER

63132

PAY RANGE

14

EFFECTIVE

06/22/1990

CLASS CONCEPT:

The second managerial level class works under administrative supervision & requires extensive knowledge of management principles/ techniques, supervisory principles/techniques & public relations in order to plan, direct & coordinate activities of major division, section or bureau of state agency & supervise assigned staff.

CLASS TITLE

Administrative Officer 3

CLASS NUMBER

63133

PAY RANGE

15

EFFECTIVE

07/10/2005

CLASS CONCEPT:

The third managerial level class works under administrative supervision & requires extensive knowledge of management principles/ techniques, supervisory principles/techniques & public relations in order to plan, direct & coordinate activities of multiple (i.e., two or more), major sections or division, with each section headed by subordinate supervisory personnel & having different functions, & supervise lower-level section supervisors, one of whom must be classified as Administrative Officer 2, 63132 or like exempt classification compensated at Pay Range 14 (i.e., this classification excludes those functions already described in another classification specifically designed for those functions).

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Administrative Officer 1	63131	EX	07/10/2005	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.)

Organizes & coordinates program activities of non-technical (i.e., as defined in class concept) division or section (i.e., as defined in class concept) of state agency & supervises assigned staff (e.g., provides work direction; evaluates performance; schedules work activities; provides training), or plans, directs & coordinates all functions of unit providing all support services (e.g., any combination of following & like activities: purchasing, fleet management, photocopy, records management, mail) in non- institutional setting & supervises assigned staff, or plans, directs & coordinates all security functions, spanning three shifts, in non- institutional setting or juvenile correctional facility & supervises two or more security supervisors or duty officers, or plans & administers all activities of one work unit comprised of three or more technical, paraprofessional &/or professional employees (i.e., as identified by performance evaluation code assigned to their classifications) carrying out different functions (i.e., at least two employees must be classified in different classification series).

Analyzes, evaluates & develops policies & procedures; assures operational procedures are within state & federal statutes & regulations; interprets new legislation, rules & regulations; develops & monitors budget; reviews & authorizes expenditures; negotiates contracts for major purchases.

Serves as liaison with public officials, other divisions, private industry & general public; attends or conducts meetings; responds to telephone or written inquiries & complaints; serves on committees.

Establishes & maintains management control reporting systems; prepares &/or oversees preparation of reports on program status &/or expenditures; prepares reports, documents, data & position papers relating to program activities.

MAJOR WORKER CHARACTERISTICS:

Knowledge of management principles/techniques; supervisory principles/techniques; budgeting; public relations; agency policy & procedures relating to program area*; employee training & development. Ability to define problems, collect data, establish facts & draw valid conclusions; write reports, policies, procedures & regulations; prepare & deliver speeches before general public; interpret extensive variety of legal material; handle sensitive telephone & face-to-face inquiries & contacts with public & governmental officials; establish friendly atmosphere as manager of division.

(*Developed after employment)

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in business or public administration or closely related area.

-Or 24 mos. exp. in administrative, management or supervisory position.

-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:

May require travel; may work evenings & weekends.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Administrative Officer 2	63132	EX	06/22/1990	14

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.)

Plans, develops & organizes all activities of major division, section or bureau of agency, establishes priorities, supervises assigned staff & monitors staff activities.

Analyzes & develops policies & procedures of major division, section or bureau.

Maintains liaison with public officials, private agencies & general public; explains policies & programs; responds to telephone & written inquiries & complaints.

Plans, directs & coordinates personnel & fiscal activities; develops & monitors budget; approves expenditures; administers recruitment, placement, classification & employee relations for division.

MAJOR WORKER CHARACTERISTICS:

Knowledge of management principles/techniques; supervisory principles/techniques; budgeting; public relations; agency policies & procedures relating to program area*; employee training & development; labor relations; interviewing. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare & deliver speeches; handle sensitive telephone & face-to-face inquiries & contacts with general public & government officials; establish friendly atmosphere as manager of division.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in business or public administration or closely related area; 6 mos. exp. in either field.

-Or 30 mos. exp. in administrative, management or supervisory position.

-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:

May require overnight travel; may work evenings & weekends.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Administrative Officer 3	63133	EX	07/10/2005	15

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.)

Plans, directs & coordinates all activities of major division or major, multiple (i.e., two or more) sections, with each section headed by subordinate supervisory personnel, one of whom must be classified as Administrative Officer 2, 63132 or like exempt classification compensated at Pay Range 14, & having different functions, establishes priorities, supervises subordinate supervisory personnel (i.e., two or more section supervisors) & monitors staff activities (i.e., excludes functions already described in other classifications specifically designed for those functions).

Analyzes & develops policies & procedures of major division or major, multiple sections; establishes goals & objectives.

Maintains liaison with public officials, private agencies & general public; explains policies & programs; responds to telephone & written inquiries & complaints.

Plans, directs & coordinates personnel & fiscal activities; develops & monitors budget; approves expenditures; administers recruitment, placement, classification & employee relations for division or multiple sections.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public or business administration; supervisory principles/techniques; budgeting; public relations; agency policies & procedures relating to program area*; employee training & development; labor/employee relations; interviewing. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare & deliver speeches; handle sensitive telephone & face-to-face inquiries & contacts with general public & government officials; establish friendly atmosphere as manager of division or multiple sections.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in business or public administration or closely related area; 12 mos. exp. in business or public administration.

-Or 3 yrs. exp. in administrative, management or supervisory position.

-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:

May require overnight travel; may work evenings & weekends.