

AUDITOR OF STATE
CLASSIFICATION
SPECIFICATION

<u>CLASSIFICATION SERIES:</u> LIAISON OFFICER
<u>MAJOR AGENCIES:</u> AUDITOR OF STATE ONLY

<u>SERIES NO.:</u> 6351

<u>EFFECT. DATE:</u> 09/22/1991	<u>NEW EFF. DATE:</u>
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SERIES PURPOSE:

THE PURPOSE OF THE LIAISON OFFICER OCCUPATION IS TO REPRESENT ASSIGNED AGENCY IN MATTERS RELATED TO LEGISLATIVE & PUBLIC AFFAIRS.

INCUMBENTS DEVELOP & MAINTAIN PROCESS BY WHICH LOCAL GOVERNMENT OFFICIALS, ORGANIZATIONS & GENERAL PUBLIC BECOME INVOLVED IN DEPARTMENTAL PROGRAMS & TO ASSIST IN OBTAINING FEDERAL &/OR STATE FUNDING FOR VARIOUS PROJECTS, OR INDEPENDENTLY HANDLES LEGISLATIVE & PUBLIC AFFAIRS FOR ASSIGNED AGENCY WITHIN OHIO OR ASSISTS HIGHER-LEVEL LIAISON OFFICER OR EXECUTIVE IN HANDLING LEGISLATIVE & PUBLIC AFFAIRS IN & OUT OF OHIO.

FOR POSITIONS HAVING RESPONSIBILITY SOLELY FOR CONTACTS WITH MEDIA, PLEASE REFER TO PUBLIC INFORMATION SERIES. FOR POSITIONS RESPONSIBLE FOR PREPARATION OF INFORMATIONAL MATTERS & NEWSLETTERS/NEWS RELEASES, PLEASE REFER TO INFORMATION WRITER SERIES.

CLASS TITLE:
LIAISON OFFICER 1

CLASS NUMBER:
63511

EFFECTIVE DATE:
09/22/1991

NEW EFFECTIVE DATE:

CLASS CONCEPT:

THE FULL PERFORMANCE LEVEL CLASS WORKS UNDER DIRECTION & REQUIRES CONSIDERABLE KNOWLEDGE OF PUBLIC RELATIONS, LAW OR POLITICAL SCIENCE & DEPARTMENTAL OPERATIONS IN ORDER TO DEVELOP & MAINTAIN PROCESS BY WHICH LOCAL GOVERNMENT OFFICIALS, ORGANIZATIONS, CONSULTANTS & GENERAL PUBLIC BECOME INVOLVED IN DEPARTMENTAL PROGRAMS & TO ASSIST LOCAL GOVERNMENTS IN OBTAINING FEDERAL &/OR STATE FUNDING FOR VARIOUS PROJECTS, OR INDEPENDENTLY HANDLES LEGISLATIVE & PUBLIC AFFAIRS FOR ASSIGNED AGENCY WITHIN OHIO, OR ASSISTS HIGHER-LEVEL LIAISON OFFICER OR EXECUTIVE IN HANDLING LEGISLATIVE & PUBLIC AFFAIRS BEFORE STATE & FEDERAL LEGISLATORS TO ATTRACT FEDERAL DOLLARS &/OR WITH REPRESENTATIVES OF OTHER COUNTIES &/OR FEDERAL AGENCIES TO ATTRACT FEDERAL DOLLARS OR TO STIMULATE ECONOMIC GROWTH OF STATE.

CLASS TITLE: LIAISON OFFICER 1	CLASS NO.: 63511	BARG. UNITS: 51
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EFFECTIVE DATE:

09/22/1991

NEW EFFECTIVE DATE:

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.)

DEVELOPS & MAINTAINS PROCESS BY WHICH LOCAL GOVERNMENT OFFICIALS, ORGANIZATIONS & GENERAL PUBLIC BECOME INVOLVED IN DEPARTMENTAL PROGRAMS & ASSISTS LOCAL GOVERNMENTS IN OBTAINING FEDERAL &/OR STATE FUNDING FOR VARIOUS PROJECTS, OR INDEPENDENTLY HANDLES LEGISLATIVE & PUBLIC AFFAIRS FOR ASSIGNED AGENCY WITHIN OHIO, OR ASSISTS HIGHER-LEVEL LIAISON OFFICER OR EXECUTIVE IN HANDLING LEGISLATIVE AFFAIRS IN & OUT OF OHIO IN ORDER TO ATTRACT BUSINESS OR FUNDING TO STIMULATE OHIO'S ECONOMIC GROWTH OR LOBBY FEDERAL LEGISLATORS TO ENACT OR RETAIN LEGISLATIVE ACTION TO FUND AGENCY PROJECTS &/OR TO EXPLAIN, INTERPRET & RESOLVE DIFFERENCES & MISUNDERSTANDINGS CONCERNING ELEMENTS OF STATE PROJECTS/PROGRAMS.

RESEARCHES EXISTING & PROPOSED LEGISLATION FOR POTENTIAL IMPACT; DRAFTS LEGISLATION & MONITORS MOVEMENT THROUGH LEGISLATIVE PROCESS; TESTIFIES AT HEARINGS; ANALYZES & REVIEWS CONTRACTS OR PROPOSALS FOR SPECIAL PROGRAMS.

PREPARES CORRESPONDENCE & REPORTS; PREPARES NEWS RELEASES, PUBLIC STATEMENTS &/OR ARTICLES FOR PUBLICATION.

MAJOR WORKER CHARACTERISTICS:

KNOWLEDGE OF PUBLIC RELATIONS, LAW OR POLITICAL SCIENCE; BASIC ORGANIZATION & OPERATION OF FEDERAL, STATE & LOCAL GOVERNMENT AS THEY PERTAIN TO EMPLOYING AGENCY*; LEGISLATIVE PROCESSES*; CONTRACT NEGOTIATION*. ABILITY TO DEFINE PROBLEMS, COLLECT DATA, ESTABLISH FACTS & DRAW VALID CONCLUSIONS; ANALYZE & PREPARE OR EDIT LEGISLATION &/OR ADMINISTRATIVE RULES; PREPARE & MAINTAIN ACCURATE & CONCISE REPORTS & RECORDS; HANDLE ROUTINE &/OR SENSITIVE INQUIRIES FROM & CONTACTS WITH GOVERNMENT & LEGISLATIVE OFFICIALS &/OR BUSINESS REPRESENTATIVES & GENERAL PUBLIC.

(*)DEVELOPED AFTER EMPLOYMENT.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

18 MOS. EXP. AS ASSISTANT LIAISON OFFICER, 63510.

-OR 24 MOS. EXP. AS LEGISLATIVE AIDE OR PAGE.

-OR 4 YRS. EXP. IN POSITION INVOLVING PUBLIC SPEAKING/PUBLIC CONTACT TO EXPLAIN POLICIES, PROCEDURES & PROGRAMS OF AGENCY, WRITING OF PROMOTIONAL &/OR EXPLANATORY PUBLICATIONS & MATERIALS &/OR DRAFTING LEGISLATION &/OR ADMINISTRATIVE RULES FOR GOVERNMENT AGENCY.

-OR COMPLETION OF UNDERGRADUATE CORE COURSEWORK IN ENGLISH, JOURNALISM, COMMUNICATION OR POLITICAL SCIENCE; 18 MOS. EXP. IN HANDLING LEGISLATIVE &/OR PUBLIC AFFAIRS FOR GOVERNMENT AGENCY.

-OR ALTERNATIVE, EQUIVALENT EVIDENCE OF THE MAJOR WORKER CHARACTERISTICS NOTED ABOVE.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

IF REPRESENTING AGENCY BEFORE STATE LEGISLATURE, REGISTRATION AS LOBBYIST OR LEGISLATIVE AGENT MUST BE OBTAINED PURSUANT TO SECTION 101.72 OF REVISED CODE.

UNUSUAL WORKING CONDITIONS:

MAY REQUIRE TRAVEL WHICH MAY INCLUDE OVERNIGHT STAY.