

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	CLASSIFICATION SERIES: Liaison Officer	SERIES NO.: 6351
	MAJOR AGENCIES: Attorney General only	EFFECT. DATE: 01/01/1980

SERIES PURPOSE:

The purpose of the liaison officer occupation is to represent assigned agency in matters related to legislative & public affairs.

At the lowest level, incumbents assist in representing agency or transportation district by answering inquiries, providing information &/or coordinating & maintaining public relations activities for specific aspects of overall program operations. At the middle level, 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:

Assistant Liaison Officer

CLASS NUMBER:

63510

EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

09/22/1991

CLASS CONCEPT:

The developmental level class works under general supervision & requires working knowledge of public relations, law or political science & departmental operations in order to assist in representing agency or transportation district by answering inquiries, providing information &/or coordinating & maintaining public relations activities for specific aspects of overall program operations.

CLASS TITLE:

Liaison Officer 1

CLASS NUMBER:

63511

EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

09/22/1991

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: Assistant Liaison Officer	CLASS NO.: 63510	BARG. UNITS: 047
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EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

09/22/1991

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.)

Assists in representing agency or transportation district by answering inquiries, providing information &/or coordinating & maintaining public relations activities for specific aspects of overall program operations (e.g., coordinates & maintains all consultant engineering proposals, agreements & modifications that pertain to local public agencies & consultants; represents agency or district in meetings; advises departmental personnel as to status of projects/proposals; coordinates & plans scope of meetings; responds to inquiries verbally or in writing regarding departmental policies & procedures in reference to consultant services or eligibility for funding of local programs; participates in contract negotiation).

Writes & maintains reports on programs/projects; prepares public statements & notices; researches existing & proposed legislation &/or assists in drafting legislation or rules; monitors legislation &/or rules through appropriate process for amendment, recession or creation thereof.

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*; contract negotiation*; legislative processes*. Ability to deal with problems/issues involving several variables within familiar context; gather, collate & classify information about data, people or things; prepare & maintain accurate & concise reports & records; handle routine & sensitive inquiries from & contacts with government officials, business officials, legislative personnel, consultants &/or general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate program core coursework in political science, English, journalism or communication.

-Or successful completion of paralegal training program; 6 mos. paralegal exp.

-Or 2 yrs. exp. in position involving public contact/public speaking & writing of promotional &/or explanatory publications/materials.

-Or 12 mos. exp. as legislative aide or page.

-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:

May require travel.

<u>CLASS TITLE:</u> Liaison Officer 1	<u>CLASS NO.:</u> 63511	<u>BARG. UNITS:</u> 047
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EFFECTIVE DATE:
01/01/1980

NEW EFFECTIVE DATE:
09/22/1991

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.

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.