

**STATE OF OHIO  
CLASSIFICATION  
SPECIFICATION**

<b>CLASSIFICATION SERIES:</b> Liaison Officer	<b>SERIES NO :</b> 6351T
<b>MAJOR AGENCIES:</b> Treasurer of State Only	<b>EFFECTIVE DATE:</b> 1-23-94

**SERIES PURPOSE:** The purpose of the liaison officer occupation is to represent Treasurer of State's office in matters related to legislative & public affairs.

At the lowest level, incumbents assist in representing agency by answering inquiries, providing information &/or coordinating & maintaining public relations activities for specific aspects of overall program operations. At the higher 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 Treasurer of State's Office or assists higher-level 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:**  
63510T

**EFFECTIVE DATE:**  
1-23-94

**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:**  
63511T

**EFFECTIVE DATE:**  
1-23-94

**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.

<b>CLASS TITLE:</b> Assistant Liaison Officer	<b>CLASS NUMBER:</b> 63510T	<b>BARGAINING UNIT:</b> EX
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**JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED).**

Assists in representing agency or by answering inquiries, providing information &/or coordinating & maintaining public relations activities for specific aspects of overall program operations (e.g., represents agency 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 CHARACTERISITICS:**

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.

**(\*)Developed after employment**

**MINIMUM 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 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.

<b>CLASS TITLE:</b> Liaison Officer 1	<b>CLASS NUMBER:</b> 63511T	<b>BARGAINING UNIT:</b> EX
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**JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THE 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 Treasurer of State, or assists higher-level 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 QUALIFICATIONS FOR EMPLOYMENT:**

12 mos. exp. as Assistant Liaison Officer, 63510.

-Or 24 mos. exp. as legislative aide or page.

-Or 3 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; 12 mos. exp. in handling legislative &/or public affairs for government agency.

**-Or equivalent of the Minimum Class Qualifications for Employment 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.