

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

Public Information

SERIES NO.:

6442

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:**SERIES PURPOSE:**

The purpose of the public information occupation is to plan & develop news releases &/or public advisory group programs & special programs to project favorable public image of assigned agency & to insure public awareness of agency activities.

At the lower level, incumbents develop public information programs, prepare news releases, appear in public media interviews & respond to requests for information.

At the middle level, incumbents plan & direct one segment of assigned department's overall public information program.

At the higher level, incumbents plan & direct overall public information program for assigned agency & supervise personnel involved in preparation & distribution of informational & educational material.

CLASS TITLE:

Public Information Specialist

CLASS NUMBER:

64420

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of journalism or communication & public relations in order to prepare & distribute news releases & develop public information programs.

CLASS TITLE:

Public Information Officer 1

CLASS NUMBER:

64421

EFFECTIVE DATE:

02/19/1995

CLASS CONCEPT:

The first managerial level class works under general supervision & requires considerable knowledge of journalism or communication & public relations in order to plan & direct one segment of assigned department's overall public information program.

CLASS TITLE:

Public Information Officer 2

CLASS NUMBER:

64422

EFFECTIVE DATE:

06/22/1990

CLASS CONCEPT:

The second managerial level class works under general supervision & requires considerable knowledge of journalism or communication & public relations in order to supervise personnel involved in preparation & distribution of informational & educational material reflecting activities of assigned agency.

CLASS TITLE: Public Information Specialist	CLASS NUMBER: 64420	BARGAINING UNIT: 14
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EFFECTIVE DATE:

03/26/1990

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 & implements public information programs & represents assigned department or agency in informational or liaison capacity (e.g., develops, prepares, types, proofs & issues news releases to keep public informed of agency operations & to project favorable public image; develops & presents information & educational displays, programs, materials &/or speeches; provides preliminary contact with public in person & through news media; develops & presents special projects &/or displays; disseminates public information to media & writes, types, edits & does some layout work on news letters, articles &/or other informational publications; aids with any aspect of communications process, including writing speeches, press releases, preparing photographic displays & developing educational brochures).

Performs research & analysis of information for development of accurate news releases &/or to keep management abreast of current trends, problems & progress; responds to requests for information & keeps management informed of public information process; assists supervisor with administrative tasks (e.g., policy development, budget preparation, coordination of special projects).

Provides information about agency activities to agency personnel, other agencies & general public by responding to written inquiries, telephone calls & requests for speeches &/or presentations; sets up conferences & coordinates arrangements with media representatives.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; journalism (e.g., newswriting, reporting & editing); communication (e.g., multi-media techniques); budgeting*. Skill in typing or word processing*. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare & deliver speeches before specialized audiences & general public; use proper research methods in gathering data; write &/or edit articles for publication; handle sensitive inquiries from & contacts with officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in journalism or communication; 1 course or 3 mos. exp. in public relations.

-Or 24 mos. exp. in field of journalism or communication dealing in public multi-media techniques & relations, public speaking, news writing, reporting & editing.

-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:

Not applicable.

CLASS TITLE: Public Information Officer 1	CLASS NUMBER: 64421	BARGAINING UNIT: EX
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EFFECTIVE DATE:

02/19/1995

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 one segment of assigned department's overall public information program, oversees activities of personnel involved in preparation & dissemination of educational & informational material reflecting agency activities & performs related program activities (e.g., develops, prepares, types, proofs & issues news releases &/or public advisory group announcements & meeting minutes &/or speeches to media &/or public advisory groups; develops public advisory groups & statute mandated task forces or councils; coordinates agency program in rule making & permit public information meetings & hearings; develops & presents information & educational displays, programs, materials &/or speeches to media; writes, types, edits & performs lay-out work on publications, articles &/or newsletters; assists with budget preparation & coordination of special projects).

Advises & consults with agency director & staff regarding public relations aspects; serves as resource person for information on positive public presentation of agency programs & activities; responds to written &/or telephone requests for speeches &/or presentation; delivers speeches & gives presentations; supervises assigned personnel (e.g., secretary, layout design artist, public information specialist, college co-op).

Sets up conferences & coordinates arrangements with media; evaluates development, preparation & dissemination of public information.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; journalism (e.g., newswriting, reporting & editing); communication (e.g., multi-media techniques); budgeting; supervisory principles/techniques*; management*. Skill in typing or word processing. Ability to deal with many variables & determine specific action; prepare & deliver speeches to specialized audiences & general public; use proper research methods in gathering data; write &/or edit articles for publication; handle sensitive inquiries from & contacts with officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in journalism or communication; 6 mos. exp. in public multi-media techniques & relations in field of journalism or communication; valid driver's license.

-Or 30 mos. exp. in field of journalism or communication dealing in public multi-media techniques & relations, public speaking, news writing, reporting & editing or technical report translation & communication dealing in public meetings; valid driver's license.

-Or 12 mos. exp. as Public Information Specialist, 64420; valid driver's license.

-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 work evenings or week-ends; may travel overnight.

CLASS TITLE: Public Information Officer 2	CLASS NUMBER: 64422	BARGAINING UNIT: EX
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EFFECTIVE DATE:

06/22/1990

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 & administers overall public information/involvement program for assigned agency, supervises journalism, communication &/or graphic art personnel involved in preparation & dissemination of educational & informational material reflecting agency activities & performs related program activities (e.g., develops, prepares, types, proofs & issues news releases &/or public advisory group announcements & meeting minutes &/or speeches to media &/or public advisory groups; develops public advisory groups & statute mandated task forces or councils; coordinates agency program in rule making & permit public information meetings & hearings; develops & presents information & educational displays, programs, materials &/or speeches to media; writes, types, edits & performs lay-out work on publications, articles &/or newsletters; assists with budget preparation & coordination of special projects).

Advises & consults with agency director & staff regarding public relations aspects; serves as resource person for information on positive public presentation of agency programs & activities; responds to written &/or telephone requests for speeches &/or presentation; delivers speeches & gives presentations.

Sets up conferences & coordinates arrangements with media; evaluates development, preparation & dissemination of public information.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; journalism (e.g., newswriting, reporting & editing); communication (e.g., multi-media techniques); budgeting; supervisory principles/techniques*; management*. Skill in typing or word processing. Ability to deal with many variables & determine specific action; prepare & deliver speeches to specialized audiences & general public; use proper research methods in gathering data; write &/or edit articles for publication; handle sensitive inquiries from & contacts with officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in journalism or communication; 12 mos. exp. in public multi-media techniques & relations in field of journalism or communication; valid driver's license.

-Or 36 mos. exp. in field of journalism or communication dealing in public multi-media techniques & relations, public speaking, news writing, reporting & editing or technical report translation & communication dealing in public meetings; valid driver's license.

-Or 12 mos. exp. as Public Information Officer 1, 64421; valid driver's license.

-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 work evenings or week-ends; may travel overnight.