

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	CLASSIFICATION SERIES: Public Information	SERIES NO.: 6442	
	MAJOR AGENCIES: Attorney General only	EFFECT. DATE: 01/01/1980	NEW EFF. DATE: 09/22/1991

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

Incumbents develop public information programs, prepare news releases, appear in public media interviews & respond to requests for information.

CLASS TITLE:

Public Information Specialist

CLASS NUMBER:

64420

EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

09/22/1991

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 Specialist	CLASS NO.: 64420	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.)

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 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:

Not applicable.