

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

Environmental Public Information Officer

**SERIES NO.:**

6446

**MAJOR AGENCIES:**

Ohio Environmental Protection Agency only

**EFFECTIVE DATE:**

02/01/1999

**SERIES PURPOSE:**

The purpose of the environmental public information occupation is to plan & develop programs to ensure public awareness of agency activities & facilitate two-way communication between the agency & the public, thereby establishing credibility for the agency & the public interest center.

**CLASS TITLE:**

Environmental Public Information Officer

**CLASS NUMBER:**

64461

**EFFECTIVE DATE:**

02/01/1999

**CLASS CONCEPT:**

The advanced professional level class works under general supervision & requires thorough knowledge of journalism or communication & public relations in order to provide technical communications expertise to plan, develop & implement communication strategies for assigned geographical area.

<b>CLASS TITLE:</b> Environmental Public Information Officer	<b>CLASS NUMBER:</b> 64461	<b>BARGAINING UNIT:</b> 014
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**EFFECTIVE DATE:**  
02/01/1999

**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.)**

Provides communications expertise & plans, develops & implements communication strategies for assigned geographical area (e.g., develops, writes, types, proofs & issues news releases, citizens notices/correspondence; develops public advisory groups & statute mandated task forces or councils; coordinates agency program concerning 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 &/or assists with budget preparation & coordination of special projects).

Advises & consults with geographical area district chief & management regarding public relations; serves as resource person for information on positive & effective public presentation of agency programs & activities; responds to written &/or telephone requests & prepares & delivers speeches &/or presentations.

Coordinates & arranges news conferences, interviews & special events with media; evaluates development, preparation & dissemination of public information; conducts individual & group training for agency staff in community, public & media relations.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of public relations; journalism (e.g., newswriting, reporting & editing); communications (e.g., multi-media techniques); budgeting\*. Skill in typing or wordprocessing\*. 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.

-Or 3 yrs. exp. in field of journalism or communication dealing in public multi-media techniques & relations, public speaking, newswriting, reporting & editing &/or community relations & communication with citizens.

-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 weekends; may require overnight travel.