

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

Account Executive

**SERIES NUMBER**

6639

**MAJOR AGENCIES**

Development, Job &amp; Family Services

**EFFECTIVE**

06/08/2008

**SERIES PURPOSE**

The purpose of the account executive occupation is to promote & explain services available to employer groups & other organizations through select state agencies (i.e., Ohio Department of Development [DOD], Ohio Department of Job & Family Services [ODJFS]) & to market available programs & services (ODJFS Rapid Response Program, DOD Job Ready Sites Program, DOD Industrial Site Improvement Fund Program) to promote economic development for new, existing or expanding businesses in Ohio.

**GLOSSARY**

Employment Services – Services available universally to job seekers & employers to foster a public labor exchange which helps reduce the unemployment rate & assists local businesses in filling available jobs to promote economic growth & development.

**CLASS TITLE**

Account Executive

**CLASS NUMBER**

66391

**PAY RANGE**

31

**EFFECTIVE**

06/08/2008

**CLASS CONCEPT**

The advanced level class works under general supervision & requires thorough knowledge of employment services in order to promote & explain services available to employer groups & other organizations through select state agencies (i.e., Ohio Department of Development [DOD], Ohio Department of Job & Family Services [ODJFS]) & to market available programs & services (e.g., ODJFS Rapid Response Program, DOD Job Ready Sites Program, DOD Industrial Site Improvement Fund Program) to promote economic development for new, existing or expanding businesses in Ohio.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
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**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.)**

Promotes & explains services available through select state agencies (i.e., Ohio Department of Development [DOD], Ohio Department of Job & Family Services [ODJFS]) (e.g., Ohio Means Jobs automated job matching & labor market information system, assessment & training to promote skilled workforce, Small Business & Work Opportunity Tax Act, Rapid Response Program, Job Ready Sites Program, Industrial Site Improvement Fund Program), explains & markets programs & services available through other state agencies & local entities (e.g., workforce investment areas) to promote economic development for new, existing or expanding businesses in Ohio, assists in maintaining effective employer groups (e.g., Chambers of Commerce, WIA Boards & assists employers in special recruitment efforts (e.g., makes direct contact to explain programs & services available to assist companies, secures job orders for mass recruitment & assists with recruitment & placement activities; establishes working relationships with community partners such as businesses, economic development office of local Chambers of Commerce, educational facilities).

Provides technical assistance to agency staff, partner staff & employers (e.g., to navigate through various program requirements); meets with employers to solicit participation on employer & workforce investment committees & to determine & establish plan to assist employers in meeting workforce needs; serves as liaison between agency & business community (e.g., to provide information); makes direct contact & meets with businesses & industries to explain & solicit participation & support in job development activities (e.g., apprenticeships, tax credits, veterans services); provides assistance to employers & agency staff in order to coordinate & enforce workforce development program policies & procedures to ensure compliance with established guidelines.

Gathers & analyzes technical data to assist in developing marketing plans designed to provide services for employers & job seekers; gathers & analyzes labor market information data about local industry; examines market trends & develops marketing strategies to suit needs of community; updates marketing plans as needed.

Represents agency at meetings, seminars, conferences, job fairs, business-to-business & trade shows; sets-up displays, distributes handouts & materials & discusses available programs & services; makes program presentations; writes speeches to provide overview of available services for presentation to business or civic groups & answers questions related to presentation; writes news releases, public services announcements & related employment stories to enhance public image; attends meetings related to economic development (e.g., meets with chambers of commerce & economic development groups); operates personal computer to obtain, enter, verify &/or edit data.

**MAJOR WORKER CHARACTERISTICS**

Knowledge of state & federal regulations governing implemented training &/or employment programs; public relations; human resources training & development\*; labor market data & employment trends; employee training & development\*. Skill in operation of computer terminal &/or personal computer; using internet tools (e.g., search engines; browsers). Ability to define problems, collect data, establish facts & draw valid conclusions; prepare meaningful, concise & accurate reports; gather, collate & classify information about data, people or things; communicate orally & in writing.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

18 mos. trg. or 18 mos. exp. in state & federal regulations governing implemented training &/or employment programs; 18 mos. trg. or 18 mos. exp. in public relations; 12 mos. trg. or 12 mos. exp. in labor market data & employment trends; 6 mos. trg. or 6 mos. exp. in operation of computer terminal &/or personal computer; must provide own transportation.

-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**

Requires travel; requires overnight travel; may be required to show proof of automobile insurance; works non standard work schedule.