

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
Telecommunications Billing Analyst

SERIES NO.:
6651

MAJOR AGENCIES:
Administrative Services only

EFFECTIVE DATE

SERIES PURPOSE:

The purpose of the telecommunication billing analyst is to research & analyze telecommunications business operations for proper billing practices.

CLASS TITLE:

Telecommunications Billing Analyst

CLASS NUMBER:

66511

EFFECTIVE DATE:

06/26/1994

CLASS CONCEPT:

The full-performance level class works under general supervision & requires considerable knowledge of accounting & telecommunications in order to research & analyze business operations of large telecommunications department (i.e., expenditures in excess of \$40 million) for accurate & proper billing processes to include billing for large scale data circuits & voice usage, determine billing components for complex network configuration & reconcile vendor invoices & telecommunication billings to using agencies.

CLASS TITLE Telecommunications Billing Analyst	CLASS NUMBER: 66511	BARGAINING UNIT: 14
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EFFECTIVE DATE

06/26/1994

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.)

Researches & analyzes business operations of large telecommunications department (i.e., expenditures in excess of \$40 million) for accurate & proper billing processes to include billing for large scale data circuits & voice usage, analyzes & interprets agency requests for basic data communication services, determines proper billing components for complex network configurations, evaluates accuracy of billings, reconciles vendor invoices & telecommunication billings to using agencies, participates in network design & development of network policies & procedures & recommends alternative designs for cost effectiveness.

Prepares reports & formal correspondence summarizing research & analysis findings & reconciliation of invoices & written recommendations for improvement of business operations; evaluates service delivery from multiple vendors in conjunction with associated costs & prepares reports of findings; responds, verbally & in writing, to user agencies & utilities regarding complex telecommunication data & voice bilings.

Performs related administrative duties (e.g., chairs or attends meetings regarding business practices or telecommunication services; disseminates information concerning expense/revenue data, rate setting processes & budget processes; prepares/monitors operating reports or plans; trains agency telecommunications & fiscal personnel on billing methodologies & invoice interpretation.

MAJOR WORKER CHARACTERISTICS:

Knowledge of accounting; business office management; contracts & payment obligations; billing methodologies & rate setting processes; telecommunications. Skill in operation of personal computer; spreadsheet & word processing software (e.g., MS word; LOTUS 1, 2, 3). Ability to deal with variety of variables in somewhat unfamiliar context; define problems, collect data, establish facts & draw valid conclusions; understand & interpret extensive variety of technical material in books, journals & manuals; use statistical analysis; proofread technical materials; develop complex reports & position papers; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with vendors & agency telecommunications & fiscal personnel.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in accounting/finance or 2 yrs. trg. or 2 yrs. exp. in accounting/finance; 12 mos. trg. or 12 mos. exp. as telecommunications technician or as common carrier technician for voice or data telecommunications services.

-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.