

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

Commerce Deputy Commissioner

SERIES NO.:

6662

MAJOR AGENCIES:

Commerce Only

EFFECTIVE DATE:

03/07/2004

SERIES PURPOSE:

The purpose of the commerce deputy commissioner occupation is to plan, direct & oversee all activities pertaining to the state's investment securities examination, investigation, registration & licensing programs.

At the lowest level, incumbents plan & oversee program activities for investment securities registration, examination & licensing & supervise assigned staff.

At the higher level, incumbents direct & manage all securities functions of increasing complexity in assigned area, plan & coordinate activities with other governmental agencies & supervise assigned staff.

This class is restricted to use by Department of Commerce.

CLASS TITLE:

Commerce Deputy Commissioner 1

CLASS NUMBER:

66621

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The first supervisory level class works under general direction & requires considerable knowledge of accounting or finance principles, techniques & practices, federal & state laws & agency's policies & procedures for investment securities examination, financial investigation practices & general management & supervisory principles & techniques in order to plan & oversee division's program activities of investment securities registration, examination & licensing & supervise assigned staff.

CLASS TITLE:

Commerce Deputy Commissioner 2

CLASS NUMBER:

66622

EFFECTIVE DATE:

06/22/1990

CLASS CONCEPT:

The second supervisory level class works under general direction & requires considerable knowledge of accounting or finance principles, techniques & practices, federal & state laws & agency's policies & procedures for investment securities examination, financial investigation practices & general management & supervisory principles & techniques in order to direct & manage all securities division functions in assigned area (e.g., registrations, investment securities applications examination, financial records examination of licensed broker-dealers, investigations), evaluate effectiveness of staff operations, serve as liaison with other governmental agencies & supervise assigned staff.

CLASS TITLE: Commerce Deputy Commissioner 1	CLASS NUMBER: 66621	BARGAINING UNIT: EX
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EFFECTIVE DATE:

03/07/2004

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 & oversees program activities for investment securities registration, examination & licensing (e.g., reviews financial & related documentation of securities broker-dealers, sales personnel, bond investment companies & their sales staff & transmitters of money for purposes of licensing; approves or denies license applications), initiates investigative actions against any licensee for revocation or denial of license, performs on-site examination of applicant's or licensee's financial records for compliance with governmental securities regulations, supervises assigned staff in performance of financial records examinations & assists with hiring, counseling employees & planning & coordinating new employee training & development to ensure effective performance.

Interprets Ohio Securities Act & related regulations; analyzes various securities issues applying appropriate regulations; recommends agency policies pertaining to investment securities that conforms with state regulations; assists public with general securities information; provides licensing requirements to broker-dealers upon request; prepares bi-weekly report of licensing activities.

Serves as principal liaison with federal, state & local government officials pertaining to investment securities issues assigned (e.g., registration, code enforcement, broker-dealer activities); conducts & attends meetings with representatives of other governmental agencies to ensure compliance with appropriate securities laws; coordinates & supervises responses to inquiries & complaints; attends professional meetings & conferences as required.

MAJOR WORKER CHARACTERISTICS:

Knowledge of business administration (i.e., accounting or finance); general management; agency, state &/or federal laws, rules, regulations, policies & procedures governing financial institutions (i.e., securities); public relations; supervisory principles/techniques*; employee training & development*. Skill in use of calculator; computer terminal. Ability to define problems, collect data, establish facts & draw valid conclusions; review & interpret financial records & journals; proofread technical materials & prepare technical reports concerning findings of examinations & investigations; handle sensitive inquiries & develop good rapport with government & business officials & public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in business administration (i.e., accounting or finance); 12 mos. trg. or 12 mos. exp. in state &/or federal laws & regulations & agency's policies & procedures governing investment securities & investment securities examining practices & performing securities examinations; 1 course or 3 mos. exp. in public relations; 1 course or 3 mos. exp. in general management principles/techniques.

-Or completion of undergraduate core program in business administration (i.e., accounting or finance); 12 mos. exp. examining financial records for firm, government agency or financial institution; 12 mos. trg. or 12 mos. exp. in state &/or federal laws & regulations & agency's policies & procedures governing investment securities & investment securities practices & in performing securities examinations; 1 course or 3 mos. exp. in public relations; 1 course or 3 mos. exp. in general management principles/techniques.

-Or 36 mos. examining financial records for firm, government agency or financial institution; 12 mos. trg. or 12 mos. exp. in state &/or federal laws & regulations & agency's policies & procedures governing investment securities & investment securities practices & in performing securities examinations; 1 course or 3 mos. exp. in public relations; 1 course or 3 mos. exp. in general management principles/techniques.

-Or 12 mos. exp. as Securities Specialist 4, 66594, or Securities Analyst 4, 66614.

-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:

Travel may be required.

CLASS TITLE: Commerce Deputy Commissioner 2	CLASS NUMBER: 66622	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.)

Directs & manages all securities division functions in assigned area (e.g., registrations, investment securities applications examination, financial records examination of licensed broker-dealers, investigations), monitors activities to ensure conformance with divisional policies & procedures, reviews, evaluates & directs special analyses of registrations of highly complex & varied securities, initiates special investigations (e.g., offerings or sales of securities with possible serious securities violations, securities offerings potentially with significant impact upon Ohio investors), evaluates effectiveness of staff operations, ensures implementation of policies & procedures, coordinates staff training program & supervises assigned staff.

Serves as liaison with federal, state, local & other state governments regarding investment securities examination & investigation activities; resolves problems & complaints pertaining to policy & procedural differences; plans & conducts special studies, surveys & research in area of securities regulation; represents division before public & professional groups & official hearings.

MAJOR WORKER CHARACTERISTICS:

Knowledge of business administration (i.e., accounting or finance); general management; agency, state &/or federal laws, rules, regulations, policies & procedures governing financial institutions (i.e., securities); public relations; supervisory principles/techniques; employee training & development. Ability to define problems, collect data, establish facts & draw valid conclusions; review & interpret financial records & journals; proofread technical materials & prepare technical & administrative reports concerning investment securities examination & investigation programs; handle sensitive inquiries & develop good rapport with government & business officials & public; write & present speeches before specialized groups & general public; resolve complaints.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in business administration (i.e., accounting or finance); 24 mos. trg. or 24 mos. exp. in state &/or federal laws & regulations & agency's policies & procedures governing investment securities & investment securities examining practices & performing securities examinations; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques; 1 course or 3 mos. exp. in general management principles/techniques; 1 course or 3 mos. exp. in public relations.

-Or completion of undergraduate core program in business administration (i.e., accounting or finance); 12 mos. exp. examining financial records for firm, government agency or financial institution; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques; 24 mos. trg. or 24 mos. exp. in state &/or federal laws & regulations & agency's policies & procedures governing investment securities & investment securities examining practices & in performing securities examinations; 1 course or 3 mos. exp. in public relations; 1 course or 3 mos. exp. in general management principles/techniques.

-Or 36 mos. exp. examining financial records for firm, government agency or financial institution; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques; 24 mos. trg. or 24 mos. exp. in state &/or federal laws & regulations & agency's policies & procedures governing investment securities & investment securities examining practices & in performing securities examinations; 1 course or 3 mos. exp. in public relations; 1 course or 3 mos. exp. in general management principles/techniques.

-Or 12 mos. exp. as Commerce Deputy Commissioner 1, 66621.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Travel may be required.