

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Commerce Commissioner

SERIES NO.:

6663

MAJOR AGENCIES:

Commerce only

EFFECTIVE DATE

SERIES PURPOSE:

The purpose of the commerce commissioner occupation is to oversee all operations of securities division & enforce all laws & administrative rules enacted to regulate the sale of bonds, stocks & other securities & to prevent fraud in such sales.

CLASS TITLE:

Commerce Commissioner

CLASS NUMBER:

66631

EFFECTIVE DATE:

12/15/1991

CLASS CONCEPT:

The managerial level class works under administrative direction & requires extensive knowledge of Ohio Securities Act & regulations, federal securities statute & regulations & registration guidelines & case law concerning securities enforcement matters in order to oversee all operations of securities division, enforce all laws & administrative rules enacted to regulate sale bonds, stock & other securities & to prevent fraud in such sales & supervise employees.

CLASS TITLE Commerce Commissioner	CLASS NUMBER: 66631	BARGAINING UNIT: EX
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EFFECTIVE DATE:

12/15/1991

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.)

Oversees all operations of securities division, enforces all laws & administrative rules enacted to regulate sale of bonds, stocks, & other securities & prevents fraud in such sales & supervises assigned staff.

Establishes goals & objectives; develops & implements policies & procedures; assigns & schedules programs to assure compliance with Ohio Securities Act & to prevent fraud in issuance & sale of securities within state.

Responds to questions from issuers & media; serves as liaison with Securities Exchange Commission, other state governments, securities regulatory organizations, state agencies, legislature, general public; presents recommendations & suggestions to legislature on need for new or revised laws & regulations pertaining to issuance & sale of securities in Ohio.

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.

(*)Developed after employment.

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 & regulation & 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 examination; 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 principles/techniques.

-Or admission to Ohio Bar pursuant to Section 4705.01 of Revised Code; 12 mos. exp. as licensed attorney; 24 mos. trg. or 24 mos. exp. in state &/or federal laws & regulation & agency's policies & procedures governing investment securities & investment securities examining practices & performing securities examinations.

-Or 12 mos. exp. as Commerce Deputy Commissioner 2, 66622.

-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.