

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Minority Procurement

SERIES NO.:

6919

MAJOR AGENCIES:

Ohio Department of Development only

EFFECTIVE DATE

SERIES PURPOSE

The purpose of the minority procurement occupation is to promote economic development for minority-owned businesses in Ohio.

At the first full performance level, incumbents identify & procure products, goods & services produced by minority businesses which participate in agency set aside programs.

At the second full performance level, incumbents promote increased sales opportunities for minority-owned businesses.

At the advanced level, incumbents monitor & give technical assistance regarding operations of minority-owned businesses.

This class is reserved for use by the Ohio Department of Development only.

CLASS TITLE

Minority Procurement Analyst 1

CLASS NUMBER:

69191

EFFECTIVE DATE

06/26/1994

CLASS CONCEPT:

The first full performance level class works under general direction & requires considerable knowledge of minority business practices in order to identify & procure products, goods & services produced by minority-owned businesses to participate in agency set aside programs.

CLASS TITLE

Minority Procurement Analyst 2

CLASS NUMBER:

69192

EFFECTIVE DATE

06/26/1994

CLASS CONCEPT:

The second full performance level class works under general direction & requires considerable knowledge of minority business practices in order to identify & promote increased sales opportunities for minority-owned businesses.

CLASS TITLE

Minority Procurement Coordinator

CLASS NUMBER:

69193

EFFECTIVE DATE

06/26/1994

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of minority business practices in order to monitor & give technical assistance regarding operations of minority-owned businesses to include review of management techniques & systems & conduct statewide workshops relative to financing, loan applications & business plans for minority-owned businesses.

CLASS TITLE Minority Procurement Analyst 1	CLASS NUMBER: 69191	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.)

Identifies & procures products, goods & services produced by minority businesses to participate in agency set aside programs, analyzes minority business data to report percentage & dollars spent in implementation of minority set aside & participates in development of agency set-aside policies & procedures regarding pre-determined minority set-aside goals for purchase of goods & services & personal service contracts.

Provides technical assistance concerning developments, trends & problems relating to minority set-aside programs; maintains contacts with legislative representatives & officials from state agencies to ensure implementation of departmental goals.

Extracts accounting transaction information from centralized accounting system; writes special reports & analysis; assists in promoting economic & community development of minority-owned businesses; attends meetings, conferences & seminars relating to minority business.

MAJOR WORKER CHARACTERISTICS:

Knowledge of business administration, public administration or human resources minority business programs & regulations; public relations*; accounting*. Skill in operation of personal computer*; calculator*. Ability to research multiple variables & determine specific reports; develop complex statistical reports & position papers; define problems, collect data, establish facts & draw valid conclusions; handle sensitive contacts with & inquiries from general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in business administration, public administration or human resources.

-Or 2 yrs. trg. or 2 yrs. exp. in procurement of goods & services produced by minority businesses.

-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.

CLASS TITLE Minority Procurement Analyst 2	CLASS NUMBER: 69192	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.)

Promotes increased sales opportunities for minority-owned business in Ohio (i.e., provides technical information to include procurement, retention & development; travels to minority businesses to respond to economic & development needs; evaluates performance of minority contractors & business assistance programs; interviews existing or potential minority business assistance programs; interviews minority business representatives to assist in providing minority economic & development services; makes presentations to minority business representatives or to departmental managers).

Researches & collects economic development data (e.g., business trends, funding resources, technology changes) for minority-owned businesses; drafts grant proposals, invoices &/or budgets for specific programs & projects; researches minority economic development data & disseminates to minority-owned businesses; monitors, tracks & writes financial compliance reports; writes periodic minority business reports to submit to legislators; maintains minority business client files; prepares files & mails documents to customers.

Acts as resource/information source with governmental agencies or private sector corporations (e.g., Chamber of Commerce, Minority Purchasing Councils) regarding programs available to minority services; reviews governmental procedures or legislation (e.g., House Bill 584, Minority Contractors Business Assistance Program, Ohio Revised Code); coordinates conferences & workshops (e.g., All Ohio Trade Fair, Business Development Workshops) for minority business groups; contracts academic institutions to provide skilled training or non-accredited courses for minority businesses.

MAJOR WORKER CHARACTERISTICS:

Knowledge of business administration, public administration, communications, journalism, social work or sociology; economic & community development programs & minority business regulations & guidelines; public relations; interviewing techniques. Skill in operation of personal computer* & calculator*. Ability to review & interpret legislative budgetary & other data pertaining to minority community & economic development programs; prepare financial reports & invoices; prepare & deliver presentations to business clients & departmental managers on program services.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in business administration, public administration communication, journalism, social work, sociology or political science; 12 mos. trg. or 12 mos. exp. in economic & community development regulations; must be able to provide own transportation.

-Or 3 yrs. trg. or 3 yrs. exp. in promotion of increased sales opportunities for minority-owned businesses; must be able to 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.

CLASS TITLE Minority Procurement Coordinator	CLASS NUMBER: 69193	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.)

Monitors & assists operations of minority-owned businesses (e.g., reviews management techniques, systems & joint negotiations with financial institutions), provides technical assistance & conducts statewide, regional & local workshops relative to finance, accounting, loan applications & business plans for minority firms, provides management advice & assistance to minority firms, participates in preparation of loan applications & business plans for state financing & participates in development of program goals & objectives.

Prepares reports summarizing clients assisted, projects & meetings attended; prepares monthly reports of office activities; develops program plans to assist minority businesses; makes recommendations to supervisor &/or deputy director on program policies & procedures; attends conferences, workshops & staff meetings.

MAJOR WORKER CHARACTERISTICS:

Knowledge of business administration, public administration, communication, journalism, social work or sociology; economic & community development programs; minority business regulations & guidelines; public relations; interviewing techniques. Skill in operation of personal computer; calculator. Ability to review & interpret legislative budgetary & other data pertaining to minority community & economic development programs; prepare financial reports & invoices; prepare & deliver presentations to business clients & departmental managers on program services.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in business administration, public administration communication, journalism, social work, sociology or political science; 12 mos. trg. or 12 mos. exp. in economic & community development regulations; 6 mos. trg. or 6 mos. exp. in interviewing techniques; 6 mos. trg. or 6 mos. exp. in public relations.

-Or 4 yrs. trg. or 4 yrs. exp. in management/monitoring of minority-owned businesses.

-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:

Must be able to provide own transportation.