STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION

CLASSIFICATION SERIES:	SERIES NO.:
Technical Writer	8436
MAJOR AGENCIES:	EFFECTIVE DATE
Transportation	

SERIES PURPOSE

The purpose of the technical writer occupation is to create, write & edit technical reports & documentation pertaining to construction test data & construction materials projects &/or programs.

At the lowest level, incumbents check plans, proposals & project data for mathematical accuracy & prepare & process test project &/or program reports.

At the highest level, incumbents create, write & edit reports from data & coordinate & review work of lower-level personnel.

CLASS TITLE:

CLASS NUMBER:

Technical Writer 1

84361

EFFECTIVE DATE

03/26/1990

CLASS CONCEPT:

The full performance level class works under general supervision & requires working knowledge of technical writing techniques in order to prepare & process test project &/or construction program reports.

CLASS TITLE:

CLASS NUMBER:

Technical Writer 2

84362

EFFECTIVE DATE

01/23/1994

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of technical writing techniques in order to write & edit technical reports &/or to coordinate & review work of lower-level personnel.

CLASS TITLE:	CLASS NUMBER:	BARGAINING UNIT:
Technical Writer 1	84361	09

EFFECTIVE DATE

03/26/1990

<u>JOB DUTIES IN ORDER OF IMPORTANCE</u>: (The se duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Checks plans, proposals & project data for mathematical accuracy, evaluates test data &/or materials received for specification conformance & prepares & processes test project &/or program reports (e.g., calculates test data, transcribes test data from worksheets to test reports & record cards & generates reports via typewriter &/or computer; reviews construction plans, specifications & manufacturer's shop drawings for project requirements of sign & lighting materials, evaluates certifications for specification conformance & prepares & issues laboratory reports of approval or non-approval).

Maintains files & test records; prepares file folders for new projects &/or related documentation; prepares correspondence; responds to routine inquiries.

MAJOR WORKER CHARACTERISTICS:

Knowledge of mathematics to include algebra & geometry; office practices & procedures; business communication; technical writing; agency policies, procedures & regulations pertaining to technical writing related to construction project & materials reports*. Skill in operation of office machines (e.g., typewriter, telex/teletype, computer, calculator)*. Ability to read, copy & record figures accurately; sort items into categories according to established methods; gather, collate & classify information.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes algebra & geometry & in reading, writing & speaking common English vocabulary; 1 course or 3 mos. exp. in technical writing or business communication; 3 mos. trg. or 3 mos. exp. in office practices & procedures; 6 mos. trg. or 6 mos. exp. in reviewing, recording or checking construction plans, specifications, shop drawings, project data or material control test data.

-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	CLASS NUMBER:	BARGAINING UNIT:
Technical Writer 2	84362	09

EFFECTIVE DATE

01/23/1994

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.)

Creates, writes & edits reports from data & coordinates &/or reviews work of lower-level personnel (e.g., reviews reports & worksheets for proper & required information, checks aggregate gradations, schedules required tests, calculates & transcribes test data & checks maintenance material against purchase order requirements; collects, analyzes & tabulates information pertinent to material/construction project & source data; operates computer to establish contractor records, coordinates publication of contractors list & gathers information to print bi-monthly letting list; prepares preliminary legislation; assists in development of statewide studies; checks information contained on reports for compliance with specifications; checks plans, proposals & project data for mathematical & technical accuracy.

Maintains files (e.g., test data, work sheets, reports, waivers, purchase orders, proposals, contracts); prepares correspondence; writes teletypes & waiver requests; responds to inquiries from contracting personnel &/or general public.

MAJOR WORKER CHARACTERISTICS:

Knowledge of mathematics to include algebra & geometry; office practices & procedures; business communication; technical writing; agency policies, procedures & regulations pertaining to technical writing related to construction project & materials reports*. Skill in operation of office machines (e.g., typewriter, telex/teletype, computer, calculator). Ability to collect data, establish facts & draw valid conclusions; write & edit reports; gather, collate & classify information.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes algebra & geometry & in reading, writing & speaking common English vocabulary; 12 mos. trg. or 12 mos. exp. in technical writing of reports & related materials concerning construction & highway maintenance projects, material control test data &/or proposals.

- -Or 12 mos. exp. as Technical Writer 1, 84361.
- -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.