

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

<u>CLASSIFICATION SERIES:</u> Public Transportation
<u>MAJOR AGENCIES:</u> Department of Transportation only

<u>SERIES NO.:</u> 8589
<u>EFFECTIVE DATE</u>

SERIES PURPOSE

The purpose of the public transportation occupation is to plan, manage & direct operations/programs of the Office of Public Transportation.

At the managerial level, incumbents coordinate section activities & supervise assigned personnel.

At the administrative level, incumbents supervise public transportation managers & develop Office of Public Transportation goals & objectives.

Note: For use in Department of Transportation only.

CLASS TITLE
Public Transportation Manager

CLASS NUMBER:
85895

EFFECTIVE DATE
07/26/1998

CLASS CONCEPT:

The managerial level class works under direction & requires thorough knowledge of transportation related state & federal laws, rules & regulations, public transportation, business administration &/or public administration in order to plan, direct & coordinate all activities of major section within Office of Public Transportation (i.e., urban transit, rural transit), supervise assigned section staff & establish section goals & objectives.

CLASS TITLE
Public Transportation Administrator

CLASS NUMBER:
85896

EFFECTIVE DATE
07/26/1998

CLASS CONCEPT:

The administrative level class works under administrative direction & requires extensive knowledge of public transportation, business administration or public administration in order to supervise public transportation managers & administrative/clerical support staff in Office of Public Transportation, develop & implement office goals & strategic plan in accordance with departmental goals & objectives & ensure compliance with program requirements of Federal Transit Administration (i.e., FTA) & Federal Highway Administration (i.e., FHWA).

CLASS TITLE Public Transportation Manager	CLASS NUMBER: 85895	BARGAINING UNIT: EX
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EFFECTIVE DATE

07/26/1998

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, directs & coordinates all activities of major section within Office of Public Transportation (i.e., urban transit; rural transit), supervises assigned section staff, establishes job priorities, oversees work assignments & monitors staff activities, participates in development & implementation of office goals & strategic plan, establishes section goals & objectives, evaluates criteria for urban & rural transit programs, reviews & recommends approval of grantees, provides administrative & technical assistance to grantees to ensure program compliance (e.g., accounting for funds; program parameters & intent; grant requirements; Rail Safety Programs) & acts as public transportation administrator in administrator's absence.

Develops & prepares program criteria, application instructions, procedural manuals & contracts for federal & state public transportation programs & ride share programs; preserves & promotes public transportation issues in local & statewide transportation planning process; plans, directs & coordinates personnel & fiscal activities; monitors program budgets; administers recruitment, placement & employee relations for section.

Acts as liaison with public officials, state agencies, public transportation systems, metropolitan planning organizations, local human service agencies & general public; explains & interprets federal & state policies & programs; responds to telephone & written inquiries & complaints; represents office at conferences & meetings dealing with public transportation issues; makes speeches to develop & support public transportation programs.

MAJOR WORKER CHARACTERISTICS:

Knowledge of management principles & techniques; supervisory principles & techniques; employee training & development; budgeting; policies & procedures relating to public transportation & ride share; labor relations; interviewing; public relations. Skill in operation of personal computer.* Ability to define problems, collect data, establish facts & draw valid conclusions; prepare & deliver speeches to specialized groups; handle sensitive face-to-face contacts with general public & government officials; establish professional atmosphere as manager of section.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in business administration, public administration, urban & regional planning or closely related field; 2 yrs. trg. or 2 yrs. exp. in administrative, managerial or supervisory capacity to include responsibility for public transportation issues, public relations & budgeting.

-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 Public Transportation Administrator	CLASS NUMBER: 85896	BARGAINING UNIT: EX
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EFFECTIVE DATE

07/26/1998

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.)

Supervises public transportation managers & administrative/clerical support staff in Office of Public Transportation, develops & implements office goals & strategic plan in accordance with departmental goals & objectives, ensures compliance with program requirements of Federal Transit Administration (i.e., FTA) & Federal Highway Administration (i.e., FHWA), develops revisions to departmental policies & procedures to comply with FTA & FHWA requirements, directs development & preparation of program criteria, application instructions, procedural manuals & contracts for federal & state public transportation grant programs, Rail Safety Programs & state ride share programs, develops & monitors office budget & expenditures, directs personnel activities & programs & conducts needs assessment & long & short range planning relative to statewide public transportation needs.

Establishes & maintains departmental advocacy role for public transportation in Ohio; maintains high-level public relations with elected officials, public transportation systems, local agencies, state agencies & general public regarding public transportation & ride share issues; participates in development of legislation & administrative rules for public transportation matters; represents department at national, regional & state conferences dealing with public transportation issues; makes speeches & other presentations to explain public transportation & ride share policies & programs; interprets rules & regulations; answers questions & develops support for public transportation programs.

MAJOR WORKER CHARACTERISTICS:

Knowledge of managerial principles & techniques; supervisory principles & techniques; employee training & development; budgeting; policies & procedures relating to public transportation & ride share; labor relations; interviewing; public relations. Skill in operation of personal computer.* Ability to define problems, collect data, establish facts & draw valid conclusions; prepare & deliver speeches to specialized groups; handle sensitive telephone & face-to-face inquiries & contacts with general public & governmental officials; establish professional atmosphere as administrator of office.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in business administration, public administration, urban & regional planning or closely related field; 3 yrs. trg. or 3 yrs. exp. in administrative, managerial or supervisory capacity to include responsibility for public transportation issues, public relations & budgeting.

-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.