

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

Breath Alcohol Testing Inspection

**SERIES NO.:**

2442

**MAJOR AGENCIES:**

Health Only

**EFFECTIVE DATE:**

06/26/2016

**SERIES PURPOSE:**

The purpose of the breath alcohol testing inspection occupation is to inspect breath alcohol testing equipment & to test law enforcement personnel state-wide on its proper usage.

At the lower level, incumbents inspect alcohol testing equipment & administer breath alcohol permit certification examinations statewide to law enforcement personnel.

At the higher level, incumbents direct & coordinate alcohol testing program state-wide & supervise breath alcohol testing inspectors in inspecting breath alcohol testing equipment & administering breath alcohol permit certification examinations.

Note: For use in Ohio Department of Health only.

**JOB TITLE**

Breath Alcohol Testing Inspector

**JOB CODE**

24421

**PAY GRADE**

28

**EFFECTIVE**

06/26/2016

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of governmental laws & departmental guidelines related to driving while intoxicated & alcohol testing in order to inspect alcohol testing equipment & administer breath alcohol permit certification examinations statewide to law enforcement personnel.

**JOB TITLE**

Breath Alcohol Testing Inspection Supervisor

**JOB CODE**

24425

**PAY GRADE**

11

**EFFECTIVE**

06/26/2016

**CLASS CONCEPT:**

The supervisory level class works under general direction & requires thorough knowledge of governmental laws & departmental guidelines related to driving while intoxicated, alcohol testing & issuing permits in order to coordinate alcohol testing program state-wide & supervise breath alcohol testing inspectors in inspecting breath alcohol testing equipment & administering of breath alcohol permit certification examinations.

| <u>JOB TITLE</u>                 | <u>JOB CODE</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY GRADE</u> |
|----------------------------------|-----------------|--------------|------------------|------------------|
| Breath Alcohol Testing Inspector | 24421           | 07           | 06/26/2016       | 28               |

**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.)**

Administers breath alcohol permit certification examinations statewide to law enforcement personnel which authorizes qualified persons to perform analysis of breath for alcohol content as required by law, inspects alcohol testing equipment to insure proper working order, reviews log book & other documentation for compliance with governmental regulations & agency guidelines, monitors proficiency segment of test to observe tested personnel in actual analysis of alcohol sample, trains law enforcement personnel in the proper use of breath testing instruments and breath testing regulations.

Schedules appointments for on-site inspections & examinations; prepares reports & maintains records of all inspections; attends in-service training to learn of new changes in related governmental regulations & departmental guidelines.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of governmental laws & departmental guidelines related to driving while intoxicated & alcohol testing (e.g., Sections 3701.143 & 4511.19 of revised code & 3701-53-07 of administrative code); law enforcement; inspection procedures & techniques\*. Skill in operation of motor vehicle; operation of alcohol testing equipment. Ability to assimilate & grade test data; write inspection reports; read & interpret governmental regulations & agency guidelines on alcohol testing; maintain accurate records.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

5 yrs. exp. In law enforcement as a certified law enforcement officer, of which at least 3 yrs. must have been operating breath alcohol testing equipment; valid driver's license.

-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.

| <u>JOB TITLE</u>                             | <u>JOB CODE</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY GRADE</u> |
|--|-----------------|--------------|------------------|------------------|
| Breath Alcohol Testing Inspection Supervisor | 24425           | EX           | 06/26/2016       | 11               |

**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.)**

Coordinates alcohol testing program statewide & supervises breath alcohol testing inspectors in inspecting breath alcohol testing equipment & administering breath alcohol permit certification examinations to law enforcement personnel, researches, drafts & implements changes to Ohio Administrative Code related to alcohol testing due to advancements in technology & revisions necessitated by case law & coordinates permit certification examinations & processing of applications.

Assists breath alcohol testing inspectors in administering breath alcohol permit certification examinations & in monitoring proficiency segment of test to observe tested personnel in actual analysis of alcohol sample; reviews graded tests for final approval & issues pass/fail notification; recommends to supervisor permit revocation of permit holders not demonstrating proficiency or not in compliance with government regulations or departmental guidelines.

Conducts classes for law enforcement personnel preparing to take breath alcohol permit certification examination; develops & revises training material & self-study guides; maintains breath testing instruments & simulators used in training classes.

Compiles statistical data on number of training courses conducted, permits issued, renewed or revoked, on-site inspections & monitoring actual analysis of alcohol sample; assembles data & writes reports; develops computer programs for electronic processing & storage of breath testing permit certification, permit renewal, inspection & monitoring sample analysis records; monitors retention of alcohol testing records.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of governmental laws & departmental guidelines related to driving while intoxicated & alcohol testing (e.g., Sections 3701.143 & 4511.19 of revised code & 3701-53-07 of administrative code); supervisory principles/techniques\*; statistics\*; law enforcement; inspection procedures & techniques; public speaking or effective communication techniques\*. Skill in operation of motor vehicle; operation of alcohol testing equipment; operation of audio-visual equipment; operation of calculator\*; operation of computer\*. Ability to prepare & deliver technical lectures to law enforcement personnel; read & interpret governmental regulations & develop revisions to agency guidelines on alcohol testing; review & approve alcohol-breath permit tests & inspection reports; monitor retention of records; move breath testing equipment weighing up to 75 lbs.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

5 yrs. exp. in law enforcement as a certified law enforcement officer, of which at least 3 yrs. must have been operating breath alcohol testing equipment; 3 mos. trg. or 3 mos. exp. in breath alcohol testing inspection procedures & techniques; valid driver's license.

-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.