SERIES PURPOSE:
The purpose of the deputy director (parenthetical) occupation is to assist in development of agency goals & objectives, supervise staff & serve as member of director's senior executive team.

Note: Due to the inherent fiduciary nature of positions within this classification, positions are in the unclassified service & serve at the pleasure of the appointing authority. Positions assigned to this classification are exempt from FLSA overtime rules.

CLASS CONCEPT:
The managerial level class works under administrative direction from agency director, assistant director or other comparable executive level position & requires thorough knowledge of management & field of law in order to assist director in defining agency goals & objectives & act as agency’s chief legal counsel, supervise staff as assigned & act on behalf of & represent director.

CLASS CONCEPT:
The managerial level class works under administrative direction from agency director, assistant director or other comparable executive level position & requires thorough knowledge of management & accounting/finance in order to assist director in defining agency goals & objectives & act as agency’s chief fiscal officer, supervise staff as assigned & act on behalf of & represent director.

CLASS CONCEPT:
The managerial level class works under administrative direction from agency director, assistant director or other comparable executive level position & requires thorough knowledge of management & human resources in order to assist director in defining agency goals & objectives & act as agency’s chief human resources officer, supervise staff as assigned & act on behalf of & represent director.

CLASS CONCEPT:
The managerial level class works under administrative direction from agency director, assistant director or other comparable executive level position & requires thorough knowledge of management & communications/journalism in order to assist director in defining agency goals & objectives & act as agency’s chief communications officer, supervise staff as assigned & act on behalf of & represent director.

CLASS CONCEPT:
The managerial level class works under administrative direction from agency director, assistant director or other comparable executive level position & requires thorough knowledge of management & public administration in order to assist director in defining agency goals & objectives & act as agency’s chief legislative officer, supervise staff as assigned & act on behalf of & represent director.
<table>
<thead>
<tr>
<th>JOB TITLE</th>
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<th>PAY GRADE</th>
<th>EFFECTIVE</th>
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</thead>
<tbody>
<tr>
<td>Deputy Director (Chief Policy Officer)</td>
<td>61326</td>
<td>46</td>
<td>08/06/2017</td>
</tr>
</tbody>
</table>

**CLASS CONCEPT:**
The managerial level class works under administrative direction from agency director, assistant director or other comparable executive level position & requires thorough knowledge of management & public administration/political science in order to assist director in defining agency goals & objectives & act as agency’s chief policy officer, supervise staff as assigned & act on behalf of & represent director.

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<td>46</td>
<td>08/06/2017</td>
</tr>
</tbody>
</table>

**CLASS CONCEPT:**
The managerial level class works under administrative direction from agency director, assistant director or other comparable executive level position & requires thorough knowledge of management & information technology in order to assist director in defining agency goals & objectives & act as agency’s chief information officer, supervise staff as assigned & act on behalf of & represent director.

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<tr>
<td>Deputy Director (Chief of Staff)</td>
<td>61328</td>
<td>46</td>
<td>08/06/2017</td>
</tr>
</tbody>
</table>

**CLASS CONCEPT:**
The managerial level class works under administrative direction from agency director, assistant director or other comparable executive level position & requires thorough knowledge of management & public administration in order to assist director in defining agency goals & objectives & act as agency’s chief of staff, supervise staff as assigned & act on behalf of & represent director.
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<th><strong>JOB TITLE</strong></th>
<th><strong>JOB CODE</strong></th>
<th><strong>B. U.</strong></th>
<th><strong>EFFECTIVE</strong></th>
<th><strong>PAY GRADE</strong></th>
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<tbody>
<tr>
<td>Deputy Director (Chief Legal Counsel)</td>
<td>61321</td>
<td>EX</td>
<td>08/06/2017</td>
<td>46</td>
</tr>
</tbody>
</table>

**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.)
Acts as agency's chief legal counsel, assists director in defining agency goals & objectives, develops policies & procedures, designs & schedules programs, supervises staff as assigned & acts on behalf of & represents director.

Represents agency on committees, boards, & commissions; acts as director in absence of director or assistant director when assigned.

**MAJOR WORKER CHARACTERISTICS:**
Not applicable.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**
Admission to Ohio Bar pursuant to Section 4705.01 of Revised Code.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

**UNUSUAL WORKING CONDITIONS:**
Not applicable.
**JOB TITLE**
Deputy Director (Chief Fiscal Officer)

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<tr>
<td>61322</td>
<td>EX</td>
<td>08/06/2017</td>
<td>46</td>
</tr>
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</table>

**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.)
Acts as agency's chief fiscal officer, assists director in defining agency goals & objectives, develops policies & procedures, designs & schedules programs, supervises staff as assigned & acts on behalf of & represents director.

Represents agency on committees, boards, & commissions; acts as director in absence of director or assistant director when assigned.

**MAJOR WORKER CHARACTERISTICS:**
Not applicable

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**
Education &/or experience in accounting or finance or other relevant experience as determined by the appointing authority.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**
Not applicable

**UNUSUAL WORKING CONDITIONS:**
Not applicable
Deputy Director (Chief Human Resources Officer) 61323 EX 08/06/2017 46

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.)
Acts as agency’s chief human resources officer, assists director in defining agency goals & objectives, develops policies & procedures, designs & schedules programs, supervises staff as assigned & acts on behalf of & represents director.

Represents agency on committees, boards, & commissions; acts as director in absence of director or assistant director when assigned.

MAJOR WORKER CHARACTERISTICS:
Not applicable

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Education &/or experience in human resources or other relevant experience as determined by the appointing authority.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
Not applicable

UNUSUAL WORKING CONDITIONS:
Not applicable
Deputy Director (Chief Communications Officer) | 61324 | EX | 08/06/2017 | 46

**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.)

Acts as agency’s chief communications officer, assists director in defining agency goals & objectives, develops policies & procedures, designs & schedules programs, supervises staff as assigned & acts on behalf of & represents director.

Represents agency on committees, boards, & commissions; acts as director in absence of director or assistant director when assigned.

**MAJOR WORKER CHARACTERISTICS:**
Not applicable

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**
Education &/or experience in communications or journalism or other relevant experience as determined by the appointing authority.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**
Not applicable

**UNUSUAL WORKING CONDITIONS:**
Not applicable
Deputy Director (Chief Legislative Officer)  61325  EX  08/06/2017  46

**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.)

Acts as agency's chief legislative officer, assists director in defining agency goals & objectives, develops policies & procedures, designs & schedules programs, supervises staff as assigned & acts on behalf of & represents director.

Represents agency on committees, boards, & commissions; acts as director in absence of director or assistant director when assigned.

**MAJOR WORKER CHARACTERISTICS:**
Not applicable

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**
Education &/or experience in political science, public administration or law or other relevant experience as determined by the appointing authority.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**
If representing agency before state legislature, registration as lobbyist or legislative agent must be obtained pursuant to Section 101.72 of Revised Code.

**UNUSUAL WORKING CONDITIONS:**
Not applicable
JOB TITLE: Deputy Director (Chief Policy Officer)

JOBCODE: 61326

BU: EX

EFFECTIVE: 08/06/2017

PAY GRADE: 46

**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.)

Acts as agency's chief policy officer, assists director in defining agency goals & objectives, develops policies & procedures, designs & schedules programs, supervises staff as assigned & acts on behalf of & represents director.

Represents agency on committees, boards, & commissions; acts as director in absence of director or assistant director when assigned.

**MAJOR WORKER CHARACTERISTICS:**
Not applicable

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**
Education &/or experience in public administration, political science or law or other relevant experience as determined by the appointing authority.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**
Not applicable

**UNUSUAL WORKING CONDITIONS:**
Not applicable
Deputy Director (Chief Information Officer) 61327  EX 08/06/2017 46

**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.)
Acts as agency's chief information officer, assists director in defining agency goals & objectives, develops policies & procedures, designs & schedules programs, supervises staff as assigned & acts on behalf of & represents director.

Represents agency on committees, boards, & commissions; acts as director in absence of director or assistant director when assigned.

**MAJOR WORKER CHARACTERISTICS:**
Not applicable

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**
Education &/or experience in information technology field or other relevant experience as determined by the appointing authority.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**
Not applicable

**UNUSUAL WORKING CONDITIONS:**
Not applicable
Deputy Director (Chief of Staff)  61328  EX  08/06/2017  46

**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.)
Acts as agency’s chief of staff, assists director in defining agency goals & objectives, develops policies & procedures, designs & schedules programs, supervises staff as assigned & acts on behalf of & represents director.

Represents agency on committees, boards, & commissions; acts as director in absence of director or assistant director when assigned.

**MAJOR WORKER CHARACTERISTICS:**
Not applicable

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**
Education &/or experience in business, public administration or other relevant experience as determined by the appointing authority.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**
Not applicable

**UNUSUAL WORKING CONDITIONS:**
Not applicable