

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

Deputy Director (Parenthetical)

SERIES NO.:

6132

MAJOR AGENCIES:

All Agencies, Boards & Commissions

EFFECTIVE DATE:

08/06/2017

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.

JOB TITLE

Deputy Director (Chief Legal Counsel)

JOB CODE

61321

PAY GRADE

46

EFFECTIVE

08/06/2017

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.

JOB TITLE

Deputy Director (Chief Fiscal Officer)

JOB CODE

61322

PAY GRADE

46

EFFECTIVE

08/06/2017

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.

JOB TITLE

Deputy Director (Chief Human Resources Officer)

JOB CODE

61323

PAY GRADE

46

EFFECTIVE

08/06/2017

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.

JOB TITLE

Deputy Director (Chief Communications Officer)

JOB CODE

61324

PAY GRADE

46

EFFECTIVE

08/06/2017

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.

JOB TITLE

Deputy Director (Chief Legislative Officer)

JOB CODE

61325

PAY GRADE

46

EFFECTIVE

08/06/2017

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.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Deputy Director (Chief Policy Officer)	61326	46	08/06/2017

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.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Deputy Director (Chief Information Officer)	61327	46	08/06/2017

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.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Deputy Director (Chief of Staff)	61328	46	08/06/2017

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.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Deputy Director (Chief Legal Counsel)	61321	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 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:

Completion of 24 credit hours of continuing legal education from accredited programs for applicable two-year reporting period pursuant to Rule X of Rules of Government of Bar of Ohio. Current certificate of registration pursuant to Rule VII of Rules of Government of Bar of Ohio.

UNUSUAL WORKING CONDITIONS:

Not applicable.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Deputy Director (Chief Fiscal Officer)	61322	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 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

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
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

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
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

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
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

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Deputy Director (Chief Policy Officer)	61326	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 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

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
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

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
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