

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

<b><u>CLASSIFICATION SERIES:</u></b> Financial Planning & Supervision Commission	<b><u>SERIES NO.:</u></b> 6224
<b><u>MAJOR AGENCIES:</u></b> Office of Budget and Management only	<b><u>EFFECTIVE DATE:</u></b> 03/05/2017

**SERIES PURPOSE:**  
 The purpose of the Financial Planning & Supervision Commission is to serve as the Director's designee on Financial Planning & Supervision Commissions in accordance with section (B)(1) of 118.05 & section (B)(1) of 3316.05 of the Ohio Revised Code.

**Note: Due to the inherent fiduciary nature of this position, positions are in the unclassified service & serve at the pleasure of the appointing authority pursuant to Ohio Revised Code 124.11(A)(9).**

This classification is for use by the Office of Budget and Management (OBM) only.

<b><u>CLASS TITLE</u></b>	<b><u>CLASS NUMBER</u></b>	<b><u>PAY RANGE</u></b>	<b><u>EFFECTIVE</u></b>
Financial Planning and Supervision Commission Member	62241	43	03/05/2017

**CLASS CONCEPT:**  
 The full performance level class works under administrative direction from agency director, assistant director or other comparable executive level position and requires thorough knowledge of budgeting, public finance, or public administration, to serve as the director's designee on financial planning and supervision commissions.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Financial Planning and Supervision Commission Member	62241	EX	03/05/2017	43

**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.)**

Serves as Director's designee on Financial Planning & Supervision Commissions by serving as chairperson of commission for municipal corporations, counties or townships declared in fiscal emergency by the Auditor of State &/or serves as commission member to review requests for solvency assistance for school districts declared in fiscal emergency by the Auditor of State

Reviews financial information presented by the financial supervisor (i.e., Auditor of State), monitors & analyzes fiscal plans and activities of municipal corporations, counties, townships & school districts declared in fiscal emergency; votes on motions that come before commissions.

Reviews materials & determines compliance & feasibility for each commission meeting; responds to communication from commission members, local government officials, financial supervisor, Department of Education, Office of Attorney General, Governor's Office & OBM.

Sets agendas, prepares or oversees the preparation of minutes & monthly financial reports for each commission. Creates resolutions for financial plan amendments & requests for release from emergency; annually prepares report on each commission's activities for Director's report to the General Assembly.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of budgeting; public finance; public administration; management; human relations; government structure and process\* (ORC 118); agency policies and procedures\*. Skill in use of calculator, electronic devices (e.g., computer, tablet, cell phone) & applicable software applications (e.g., spreadsheets, databases, word processing). Ability to deal with many fiscal &/or budgetary variables & determine specific action; define problems, collect & analyze data, establish facts & draw valid conclusions; prepare &/or edit financial reports, records, &/or correspondence; concentrate with attention to detail; respond to confidential & sensitive inquiries from public and government officials.

(\* ) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in public administration, public policy, governmental budgeting, or related area; 2 yrs. exp. in public budgeting, auditing, or local government financial administration.

-Or completion of undergraduate core program in previously cited areas; 3 yrs. exp. in public budgeting, auditing, or local government financial administration.

-Or 5 yrs. exp. in public budgeting, auditing, or local government financial administration.

-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:**

Will require travel. May be required to work unusual hours.