

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
Business Enterprise Specialist

SERIES NO.:
6457

MAJOR AGENCIES:
Rehabilitation Services Commission

EFFECTIVE DATE:
09/15/2019

SERIES PURPOSE:

The purpose of the business enterprise specialist occupation is to provide management direction & consultation to food service operators who are visually impaired & operating under the business enterprise program.

At the full performance level, incumbents serve as consultants to business enterprise operators to promote improvement of services, equipment & operations within assigned region.

JOB TITLE

Business Enterprise Specialist

JOB CODE

64571

PAY GRADE

30

EFFECTIVE

03/07/2004

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of business administration including sales, production & marketing, retail management, accounting, laws & regulations governing small business & food & vending operations & public relations in order to serve as consultant to business enterprise operators (i.e., food service stand operators) to promote improvement of services, equipment & operations.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Business Enterprise Specialist	64571	14	03/07/2004	30

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.)

Provides management direction & consultation to enterprise operators (i.e., individuals who are visually impaired) in assigned region on merchandise displays, pricing, advertising, inventory control, bookkeeping, tax reporting & other relevant day-to-day business management activities & trains new operators on location when training officer is not available.

Inspects facilities for adherence to sanitation standards; checks for proper food preparation & adequacy of working conditions; evaluates facilities for quality & efficiency of operations & equipment; suggests & develops relevant procedures & programs to improve overall functioning of enterprise.

Processes all invoices & approves authorization for payment of equipment & services to operators; maintains necessary records on all inspections & submits all required reports; keeps records of expenditures on each location & amount of income derived.

Participates in design & establishment of new business enterprises; acquires properties, equipment, leases, public health approval & licenses; participates in preliminary research to assure success of new locations.

MAJOR WORKER CHARACTERISTICS:

Knowledge of business administration including sales, production & marketing; retail management; accounting; laws & regulations governing small business & food & vending operations; public relations*; industrial accident prevention or control*; manpower planning*; inventory control. Ability to define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; prepare meaningful, concise & accurate information about data, people or things; gather, collate & classify information about data, people or things.

(*)Developed after employment.

COMPETENCIES

Getting Information
 Communicating with Supervisors, Peers, or Subordinates
 Updating and Using Relevant Knowledge

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

2 yrs. trg. or 2 yrs. exp. in business which included responsibility for sales, production, marketing & accounting or bookkeeping.

-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.