STATE OF OHIO (DAS)
CLASSIFICATION SPECIFICATION

CLASSIFICATION SERIES
Account Executive

SERIES NUMBER
6639

MAJOR AGENCIES
Job & Family Services

EFFECTIVE
06/03/2012

SERIES PURPOSE
The purpose of the account executive occupation is to promote & explain State employment services available to employers & other organizations & to market available programs & services (e.g., Ohio Means Jobs, Small Business and Work Opportunity Tax Act, Rapid Response Program, Veterans Services) to new, existing or expanding businesses in Ohio.

GLOSSARY
Employment Services – Services available universally to job seekers & employers to foster a public labor exchange which helps reduce the unemployment rate & assists local businesses in filling available jobs to promote economic growth & development.

CLASS TITLE
Account Executive

CLASS NUMBER
66391

PAY RANGE
31

EFFECTIVE
06/03/2012

CLASS CONCEPT
The advanced level class works under general supervision & requires thorough knowledge of employment services in order to promote & explain State employment services available to employers & other organizations & to market available programs & services (e.g., Ohio Means Jobs, Small Business and Work Opportunity Tax Act, Rapid Response Program, Veterans Services) to new, existing or expanding businesses in Ohio.
**Account Executive**

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**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.)

Promotes & explains services available to employers (e.g., Ohio Means Jobs, Small Business & Work Opportunity Tax Act, Rapid Response Program, Veterans Services); explains & markets programs & services available through other state agencies & local entities (e.g., workforce investment areas) to promote economic development for new, existing or expanding businesses in Ohio; establishes and maintains effective business relationships with employer groups (e.g., Chambers of Commerce, Workforce Investment Act [WIA] Boards) and with community partners (e.g., educational facilities); assists employers with special recruitment efforts (e.g., makes direct contact to explain programs and services available); secures job orders for mass recruitment and assists with recruitment and placement activities.

Provides technical assistance to agency staff, partner staff & employers in navigating through various program requirements; meets with employers to solicit participation on employer & workforce investment committees & to determine & establish plans to assist employers in meeting workforce needs; serves as liaison between agency & business community; meets with representatives from businesses & industries to request their participation in, and support for, job development activities (e.g., apprenticeships, tax credits, veterans services); provides guidance to employers & agency staff to ensure compliance with workforce development program policies and procedures.

Gathers & analyzes data (e.g., labor market information data about local industry, market trends); suggests marketing strategies and assists in developing marketing plans.

Represents agency at meetings, seminars, conferences, job fairs, business-to-business & trade shows; sets-up displays, distributes handouts & materials & discusses available programs & services; makes program presentations; writes speeches and conducts presentations for business and civic groups for the purpose of providing overviews of available services; drafts news releases, public service announcements & related employment stories for review by the ODJFS Office of Communications and for the purpose of enhancing public image; participates in meetings related to economic development (e.g., meets with chambers of commerce & economic development groups); operates personal computer to obtain, enter, verify &/or edit data.

**MAJOR WORKER CHARACTERISTICS**

Knowledge of state & federal regulations governing implemented training &/or employment programs; public relations; human resources training & development*; labor market data & employment trends; employee training & development*. Skill in operation of computer terminal &/or personal computer; using internet tools (e.g., search engines; browsers). Ability to define problems, collect data, establish facts & draw valid conclusions; prepare meaningful, concise & accurate reports; gather, collate & classify information about data, people or things; communicate orally & in writing.

(*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

18 mos. trg. or 18 mos. exp. in state & federal regulations governing implemented training &/or employment programs; 18 mos. trg. or 18 mos. exp. in public relations; 12 mos. trg. or 12 mos. exp. in labor market data & employment trends; 6 mos. trg. or 6 mos. exp. in operation of computer terminal &/or personal computer; must provide own transportation.

-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; requires overnight travel; may be required to show proof of automobile insurance; works non standard work schedule.

Note: For Account Executive positions in the Veterans Services program area preference shall be given first to qualified service-connected disabled veterans and if no such person is available, then to qualified eligible persons, per Title 38, United States Code, Section 4104.