

OTM Class Specification Online Navigation

This Job Aid is intended for use of the State of Ohio Classification Plan, and may not contain all of the Specifications within Ohio that are not required to be filed with DAS (i.e. Elected Officials)

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Overview

The Department of Administrative Services, Office of Talent Management is happy to share navigation guidance for the new State of Ohio Classification Plan online search capability. The following sections of this document will provide state employees, job applicants and the general public some helpful hints and relevant information on the essential features of the new online layout.

Users can search freely in order to maximize efficiency and decrease the amount of time scrolling through the Class Plan looking for specific information. This is accomplished when the user conducts either of the following: **“Keyword Search”** or an **“Advanced Search”**.

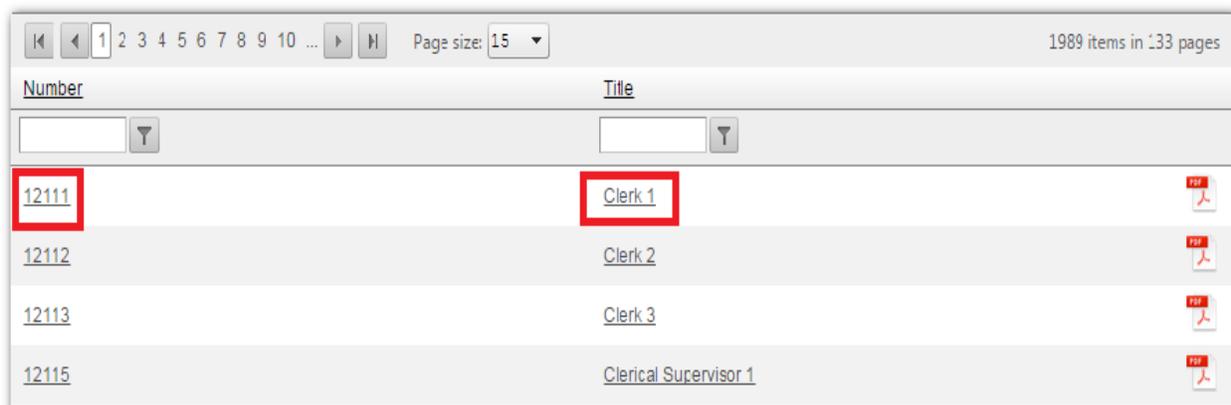
From there, users can select classifications of their choice from the list provided. The returned results can also be viewed, saved or printed as a PDF.

Let’s get started!!

General Layout

In order to gain a better understanding of the general layout, let’s take a look at a classification within the new online tool.

- On the Main Screen, start by selecting the **Clerk 1** Classification Specification. This can be done by clicking on the **Number** or the **Title** hyperlinks.



Number	Title	
12111	Clerk 1	
12112	Clerk 2	
12113	Clerk 3	
12115	Clerical Supervisor 1	

NOTE: PDF Documents, as displayed above, are **always linked** to their respective **Class Specifications** and can be printed individually. PDF versions of the Class Series, as a whole, are located within the Series Overview.

- Once inside the Clerk 1 classification overview, you are able to view the class specification in its entirety. Note the **Job Classification information** headlined in the top corner of the page, the **Class Concept** directly beneath, along with each section of the class specification (e.g. **Series Overview, Job Duties, and Major Worker Characteristics**) hyperlinked for quick and easy navigation.

[Return to Search Page]

Job Title: Clerk 1 
Job Code: 12111
B.U.: AFSCME
Effective Date: 04/21/1991
Pay Grade: 3

The entry level class works under immediate supervision & requires some knowledge of clerical systems & procedures in order to perform basic repetitive clerical tasks involving few variables (i.e., incumbents are not free to make work procedural decisions).

[Series Overview](#) | [Major Agencies](#) | [Job Duties](#) | [Major Worker Characteristics](#) | [Minimum Qualifications](#) | [Training and Development](#) | [Unusual Working Conditions](#)

MAJOR AGENCIES
All Agencies

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.)

Performs basic, repetitive clerical tasks (i.e., incumbents are not free to make work procedural decisions) (e.g., picks up, opens, stamps, sorts, distributes & sends out mail; counts, alphabetizes, separates, collates, codes, sorts, logs, staples &/or stuffs mail, forms, correspondence &/or filed information; files correspondence, reports, records, cards, documents or other materials; retrieves files for requested information or materials; makes minor additions, deletions & adjustments to filed information or other materials; picks up & distributes materials; hand addresses mail; answers telephone & takes messages or refers calls; photocopies; greets visitors).

Performs other related duties (e.g., types various materials, operates video display terminal to enter & retrieve data, operates word processing equipment &/or personal computer).

MAJOR WORKER CHARACTERISTICS
Knowledge of office practices & procedures*; addition & subtraction; public relations*. Ability to deal with problems involving few variables within familiar context; read, copy & record figures; read short sentences with concrete vocabulary; copy records precisely without error; sort mail; arrange items in numerical or alphabetical order; sort items into categories according to established methods; code items from one symbolic form to another; move limbs/fingers easily to perform manual functions; assess questions & provide appropriate information or referral; cooperate with co-workers on group projects.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT
Formal education in arithmetic that includes addition & subtraction & in reading, writing & speaking common English vocabulary.
-Or equivalent of Minimum Class Qualifications for Employment noted above.

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

- At this point, click on the **Series Overview** hyperlink within the Job Classification Tab Section.

NOTE: The information provided within the Class Specifications *has not been* altered or changed with the creation of the online tool.

- You will be taken to the Class Series Overview for the Clerk occupation. This will display the four distinct Class Specifications (i.e., **Clerk 1, Clerk 2, Clerk 3 and Clerical Supervisor**) within the Series, as well as the **Series Purpose, Major Agencies** utilized, and link for the Clerk Classification **Series PDF** as shown on the next page.

[\[Return to Class Detail \]](#) | [\[Return to Search Page \]](#)

Classification Series: **Clerk** 

Series No.: 1211

Major Agencies: All Agencies

Effective Date: 04/21/1991

The purpose of the clerical occupation is to support administrators &/or professionals by performing clerical tasks to ensure delivery of product or service of work unit on a day-to-day basis.

The levels of the series are distinguished by the complexity of the task, the number of variables involved, the specialization of procedures & the amount of independence exercised by the incumbent.

The series does not include clerical positions whose primary duties are preparing, processing & maintaining accounting records (see Account Clerk series)

Job Classifications:

Job Title	Job Code	Pay Grade	Effective
Clerk 1	12111	3	04/21/1991
The entry level class works under immediate supervision & requires some knowledge of clerical systems & procedures in order to perform basic repetitive clerical tasks involving few variables (i.e., incumbents are not free to make work procedural decisions).			
Clerk 2	12112	4	04/21/1991
The full performance level class works under general supervision & requires working knowledge of clerical systems & procedures in order to perform general clerical tasks involving several variables (i.e., incumbents are free to make some work procedural decisions which do not contravene policies).			
Clerk 3	12113	26	04/21/1991
The full performance level class works under general supervision & requires considerable knowledge of clerical systems & procedures in order to perform specialized clerical tasks (i.e., requiring use of multiple computations, cross referencing data or variety of other procedures where absolute accuracy is required) or serve as lead worker (i.e., provide work direction & training) & perform specialized clerical tasks (i.e., requiring use of multiple computations, cross referencing data or variety of other procedures where absolute accuracy is required).			
Clerical Supervisor 1	12115	8	06/22/1990
The supervisory level class works under direction & requires thorough knowledge of clerical systems & procedures in order to supervise clerical workers in unit.			

- At this point we encourage you to continue browsing through the Clerk Classification Series, and once complete select the **Return to Search Page** which will take you back to the Home Page as shown above in the top right corner.

NOTE: You can also return to the previous Classification that you were viewing by selecting the **Return to Class Detail** link as shown above in the top right corner. This allows you to move in and out of different classifications within the given Series with

Online Navigation Function Overview

Now that you have a general understanding of how the system will look and what the basic functions are, let's take a closer look at how you can truly maximize the searching capabilities that the online class plan tool has to offer.

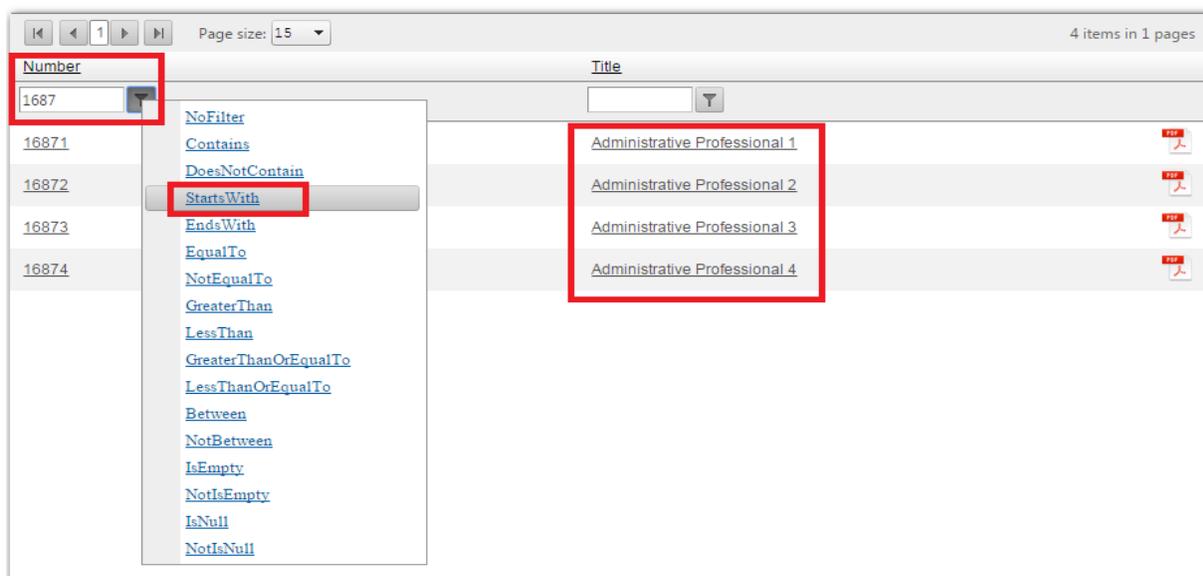
As mentioned before, the system has the capability to conduct a variety of searches, both general and specific, that can greatly assist in narrowing down certain job series or job classifications. These specialized searches can be accomplished using a **“Keyword Search”** or an **“Advanced Search”** technique.

Users that are already aware of what they are specifically looking for have the option of either entering the **“Number”** or the **“Title”** of the classification.

Let's start searching!!

Conducting a General Search

- Begin by conducting a specific search for **Administrative Professional Classifications** on the Main Screen. You can either search by the **Title** or the **Number**, both of which will yield the desired results, numerically, in ascending order.
- For this example use the first four numbers of the classification, **1687**. Begin by selecting the **Starts With** Filter, which will yield the four classifications associated with the **Administrative Professional Job Series** as displayed below.



- After browsing the different classifications, make sure to click the **Clear Search Criteria** link to refresh the search functionality shown below.

Keyword [Advanced Search ▼ ▲](#) [Clear Search Criteria](#)

- Use the same technique selecting the **Title** field, but type in **Human Capital** for the search and use the **Contains** filter, which will yield the six classifications associated with the **Human Capital Management Series**. See display below.

Number	Title	
64611	Human Capital Management Series	Contains
64612	Human Capital Management Series	DoesNotContain
64613	Human Capital Management Series	StartsWith
64615	Human Capital Management Series	EndsWith
64616	Human Capital Management Series	EqualTo
64617	Human Capital Management Series	NotEqualTo

- After completing the search and browsing the classifications make sure to once again click the **Clear Search Criteria**.

NOTE: While there are numerous **“Filters”** that are available for use, DAS Office of Talent Management strongly recommends utilizing the **“Contains”, “Starts With”, and “Equal To”** filters for the most useful results.

Conducting a Keyword Search

For this particular search enter a specific word, phrase, or title to find various job series, job classifications, or particular aspects of a classification (e.g. various job duties, worker characteristics, etc.). To narrow or broaden the scope of a search, experiment with the word, phrase, or title entered.

- In this scenario use the **“Keyword Search”** tool in order to locate the applicable classifications that contain the word **Dental** or relate to the searched term in general as shown below.

Classification Specification

[Advanced Search ▼▲](#) | [Clear Search Criteria](#)

You searched for 'Dental' using keyword search

- The results will yield classifications that **most closely relate** to the search and will list them **numerically, in ascending order**, by their **Series Number** and **Classification Number** as displayed below.

NOTE: Classifications / Series may appear **multiple times** throughout the Search Results, depending upon the relevancy of the **“Keyword Search”**.

You searched for 'Dental' using keyword search

Number	Title	
2159	Dental Board Enforcement	
8631	Dental Support	
8634	Dental Hygienist	
21595	Dental Board Enforcement Supervisor	
21591	Dental Board Enforcement Officer	
65115	Dental Director	
86313	Dental Assistant	

- In addition, notice that there will now be **PDF versions** of class specifications in conjunction with the results and the electronic web formatted link.

NOTE: Once the results have populated, the user will have the option to increase the number of **results per page** by **15, 50, 100, 200, or 300** for effective navigation.

- Once finished, the user can **Clear Search Criteria** and continue with other search functions.

Conducting an Advanced Search

Using the **“Advanced Search”** method allows the user to conduct a more detailed search to enter information into **multiple classification or series fields**, as seen below:

- In this scenario use the **“Advanced Search”** tool in order to locate the applicable Classifications that are **Bargaining Unit AFSCME** and require a valid **Driver’s License**.

Classification Series:

Series Name	Series Number
<input type="text"/>	<input type="text"/>
Series Agency	<input type="text"/>
Series Effective Date	Series Purpose
<input type="text"/> (format: 99/99/9999)	<input type="text"/>

Job Classification:

Class Title	Class Number	Class Concept
<input type="text"/>	<input type="text"/>	<input type="text"/>
Class Bargaining Unit	Class Effective Date	Class Pay Range
<input type="text"/> AFSCME	<input type="text"/> (format: 99/99/9999)	<input type="text"/>
Class Job Duties	Class Worker Characteristics	Class Minimum Qualifications
<input type="text"/>	<input type="text"/>	<input type="text"/> Driver's License
Class Required Training	Class Unusual Working Conditions	
<input type="text"/>	<input type="text"/>	

NOTE: When using the **“Advanced Search”** for **Series Agency**, please note that when looking for Classifications/Series that are applicable to a specific Agency (e.g. Public Safety, Agriculture, etc.) it is recommend that you conduct multiple searches: selecting **All Agencies** first; then the **Agency Specific** checkbox within the dropdown second.

- The results will yield classifications that **most closely relate** to the search and will list them **numerically, in ascending order**, by their **classification number** as displayed below.

You searched for Class Bargaining Unit: 'AFSCME Class Qualifications: 'Driver's License' using the Advance Search.

Number	Title
12721	Document Delivery Technician
12731	Mail Clerk/Messenger
12732	Mail Clerk/Screenner
18311	Library Assistant 1
18312	Library Assistant 2
18531	Recreation Aide
21252	Weights and Measures Inspector
21251	Weights and Measures Trainee
21521	Barber Inspector
21561	Pharmacy Board Compliance Agent

- In addition, there will now be **PDF versions** of the class specification in conjunction with the results and the electronic web formatted link.
- Once finished, the user can **Clear Search Criteria** and continue with other search functions.

Conducting a Filtered Search

Using the **“Filtered Search”** method allows the user to conduct a more refined search in which they can target specific **Classifications/Series** from any **General, Keyword, or Advanced Search** performed, as seen on the following page:

- In this next scenario begin by using the **“Advanced Search”** tool in order to locate the applicable Classifications that are **Bargaining Unit Exempt**.

Classification Series:

Series Name Series Number

Series Agency

Series Effective Date (format: 99/99/9999) Series Purpose

Job Classification:

Class Title Class Number Class Concept

Class Bargaining Unit Class Effective Date (format: 99/99/9999) Class Pay Range

Class Job Duties Class Worker Characteristics Class Minimum Qualifications

Class Required Training Class Unusual Working Conditions

- The results will yield classifications that **most closely relate** to the search and will list them **numerically, in ascending order**, by their **Classification Number**.

You searched for Class Bargaining Unit: Exempt using the Advance Search.

Page size: 15 750 items in 50 pages

Number	Title
12115	Clerical Supervisor
12135	Telephone Supervisor
12325	Data Processing Supervisor
12336	Data Entry Manager 1
12337	Data Entry Manager 2
12335	Data Entry Supervisor
12377	Computer Operations Manager 1
12378	Computer Operations Manager 2
12379	Computer Operations Manager 3
12375	Computer Operations Supervisor 1
12376	Computer Operations Supervisor 2
12385	Data Security Supervisor 1

- Let’s refine the results by using the **“Filtered Search”** to target more specific classifications, as seen below. In this example find all classifications that **start with 23** which is part of the **Enforcement, Protection & Licensing Job Family**.

You searched for Class Bargaining Unit: 'Exempt using the Advance Search.

Number	Title
23	
12115	Clerical Supervisor
12135	Telephone Supervisor
12325	Data Processing Supervisor
12336	Data Entry Manager 1
12337	Data Entry Manager 2
12335	Data Entry Supervisor
12377	Computer Operations Manager 1
12378	Computer Operations Manager 2
12379	Computer Operations Manager 3
12375	Computer Operations Supervisor 1
12376	Computer Operations Supervisor 2
12385	Data Security Supervisor 1

- The results will yield classifications that **most closely relate** to the **“Filtered Search”** and will list them **numerically, in ascending order**, by their **classification number**.

You searched for Class Bargaining Unit: 'Exempt using the Advance Search.

Number	Title
23	
23115	Motor Carrier Enforcement Inspector Supervisor
23518	Enforcement Administrator
23516	Enforcement Agent-In-Charge
23515	Enforcement Assistant Agent-In-Charge
23517	Enforcement Commander
23525	Liquor Control Compliance Supervisor 1
23526	Liquor Control Compliance Supervisor 2
23151	Public Utilities Administrator 1
23152	Public Utilities Administrator 2
23153	Public Utilities Administrator 3

- In addition, there will now be **PDF versions** of the class specification in conjunction with the results and the electronic web formatted link.
- Once finished, the user can **Clear Search Criteria** and continue with other search functions.

NOTE: When using the “*Filtered Search*”, Users are not limited to using the **Number Filter** only, but can target more specific Classifications/Series using the **Title Filter** as well.

Contact Information

- Please direct all comments, questions and concerns to the DAS Classification and Compensation Mailbox at compensation@das.ohio.gov or by dialing **614-387-0685**.