<table>
<thead>
<tr>
<th>CLASSIFICATION SERIES:</th>
<th>SERIES NO.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liaison Officer</td>
<td>6351</td>
</tr>
<tr>
<td>MAJOR AGENCIES:</td>
<td></td>
</tr>
<tr>
<td>All Agencies</td>
<td></td>
</tr>
</tbody>
</table>

**SERIES PURPOSE:**

The purpose of the liaison officer occupation is to represent assigned agency in matters related to legislative & public affairs.

At the lowest level, incumbents assist in representing agency or transportation district by answering inquiries, providing information &/or coordinating & maintaining public relations activities for specific aspects of overall program operations. At the middle level, incumbents develop & maintain process by which local government officials, organizations & general public become involved in departmental programs & to assist in obtaining federal &/or state funding for various projects, or independently handles legislative & public affairs for assigned agency within Ohio or assists higher-level liaison officer or executive in handling legislative & public affairs in & out of Ohio. At the highest level, incumbents independently or as lead workers, handle legislative program activities & public affairs before state & federal legislators &/or with representatives of other countries &/or federal agencies to attract federal dollars or stimulate economic growth of state or direct & coordinate public & legislative affairs for assigned agency & supervise personnel.

For positions having responsibility solely for contacts with media, please refer to Public Information series. For positions responsible for preparation of informational matters & newsletters/news releases, please refer to Information Writer series.

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**CLASS TITLE:**

Assistant Liaison Officer

**CLASS NUMBER:**

63510

**EFFECTIVE DATE:**

03/26/1990

**CLASS CONCEPT:**

The developmental level class works under general supervision & requires working knowledge of public relations, law or political science & departmental operations in order to assist in representing agency or transportation district by answering inquiries, providing information &/or coordinating & maintaining public relations activities for specific aspects of overall program operations.

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**CLASS TITLE:**

Liaison Officer 1

**CLASS NUMBER:**

63511

**EFFECTIVE DATE:**

03/22/1992

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of public relations, law or political science & departmental operations in order to develop & maintain process by which local government officials, organizations, consultants & general public become involved in departmental programs & to assist local governments in obtaining federal &/or state funding for various projects, or independently handles legislative & public affairs for assigned agency within Ohio, or assists higher-level liaison officer or executive in handling legislative & public affairs before state & federal legislators to attract federal dollars &/or with representatives of other counties &/or federal agencies to attract federal dollars or to stimulate economic growth of state.

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**CLASS TITLE:**

Liaison Officer 2

**CLASS NUMBER:**

63512

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The advanced level class works under administrative direction & requires thorough knowledge of public relations, law or political science & departmental operations in order to independently or as lead worker handle legislative program activities & public affairs before state & federal legislators &/or with representatives of other countries &/or federal agencies to attract federal dollars or to stimulate economic growth of state.
agencies to attract federal dollars or stimulate economic growth of state, or direct & coordinate public & legislative affairs for assigned agency & supervise personnel.
**EFFECTIVE DATE:**
03/26/1990

**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.)
Assists in representing agency or transportation district by answering inquiries, providing information &/or coordinating & maintaining public relations activities for specific aspects of overall program operations (e.g., coordinates & maintains all consultant engineering proposals, agreements & modifications that pertain to local public agencies & consultants; represents agency or district in meetings; advises departmental personnel as to status of projects/proposals; coordinates & plans scope of meetings; responds to inquiries verbally or in writing regarding departmental policies & procedures in reference to consultant services or eligibility for funding of local programs; participates in contract negotiation).

Writes & maintains reports on programs/projects; prepares public statements & notices; researches existing & proposed legislation &/or assists in drafting legislation or rules; monitors legislation &/or rules through appropriate process for amendment, recession or creation thereof.

**MAJOR WORKER CHARACTERISTICS:**
Knowledge of public relations, law or political science; basic organization & operation of federal, state & local government as they pertain to employing agency*; contract negotiation*; legislative processes*. Ability to deal with problems/issues involving several variables within familiar context; gather, collate & classify information about data, people or things; prepare & maintain accurate & concise reports & records; handle routine & sensitive inquiries from & contacts with government officials, business officials, legislative personnel, consultants &/or general public.

(*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**
Completion of undergraduate program core coursework in political science, English, journalism or communication.

-Or successful completion of paralegal training program; 6 mos. paralegal exp.

-Or 2 yrs. exp. in position involving public contact/public speaking & writing of promotional &/or explanatory publications/materials.

-Or 12 mos. exp. as legislative aide or page.

-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:**
May require travel.
EFFECTIVE DATE: 03/22/1992

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.)
Develops & maintains process by which local government officials, organizations & general public become involved in departmental programs & assists local governments in obtaining federal &/or state funding for various projects, or independently handles legislative & public affairs for assigned agency within Ohio, or assists higher-level liaison officer or executive in handling legislative affairs in & out of Ohio in order to attract business or funding to stimulate Ohio's economic growth or lobby federal legislators to enact or retain legislative action to fund agency projects &/or to explain, interpret & resolve differences & misunderstandings concerning elements of state projects/programs.

Researches existing & proposed legislation for potential impact; drafts legislation & monitors movement through legislative process; testifies at hearings; analyzes & reviews contracts or proposals for special programs.

Prepares correspondence & reports; prepares news releases, public statements &/or articles for publication.

MAJOR WORKER CHARACTERISTICS:
Knowledge of public relations, law or political science; basic organization & operation of federal, state & local government as they pertain to employing agency*; legislative processes*; contract negotiation*. Ability to define problems, collect data, establish facts & draw valid conclusions; analyze & prepare or edit legislation &/or administrative rules; prepare & maintain accurate & concise reports & records; handle routine &/or sensitive inquiries from & contacts with government & legislative officials &/or business representatives & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
12 mos. exp. as Assistant Liaison Officer, 63510.
-Or 24 mos. exp. as legislative aide or page.

-Or 3 yrs. exp. in position involving public speaking/public contact to explain policies, procedures & programs of agency, writing of promotional &/or explanatory publications & materials &/or drafting legislation &/or administrative rules for government agency.

-Or completion of undergraduate core coursework in English, journalism, communication or political science; 12 mos. exp. in handling legislative &/or public affairs for government agency.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

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:
May require travel which may include overnight stay.
CLASS TITLE:  
Liaison Officer 2

CLASS NUMBER:  
63512

BARGAINING UNIT:  
EX

EFFECTIVE DATE:  
03/07/2004

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.)
Independently or as lead worker, handles legislative program activities & public affairs before state & federal legislators, as registered lobbyist, to attract &/or retain legislative action to fund agency projects or stimulate Ohio's economic growth &/or meets with representatives of other countries &/or federal agencies to attract federal dollars or to attract businesses to operate in Ohio or to establish trade agreements, or directs & coordinates public & legislative affairs for assigned agency & supervises personnel.

Acts as liaison between federal, state & local government officials & representatives, legislative officials & representatives, government agencies, special interest groups & general public to explain programs & policies respond to inquiries &/or deliver speeches; conducts meetings; prepares media releases & materials for publication.

MAJOR WORKER CHARACTERISTICS:
Knowledge of supervisory principles/techniques*; public relations, law or political science; basic organization & operation of federal, state & local government as they pertain to employing agency*; legislative processes; contract negotiation*.

Ability to define problems, collect data, establish facts & draw valid conclusions; analyze & prepare or edit legislation &/or administrative rules; prepare & maintain accurate & concise reports & records; handle routine &/or sensitive inquiries from & contacts with government & legislative officials &/or business representatives & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
12 mos. exp. as Liaison Officer 1, 63511.

-Or 3 yrs. exp. as legislative aide or page.

-Or completion of undergraduate core program in English, communication, journalism or political science; 2 yrs. exp. handling legislative &/or public affairs for government agency.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

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:
May require travel that includes overnight stay.