### Classification Series

**Series No.:** 6446  
**Effective Date:** 02/01/1999

### Major Agencies

Ohio Environmental Protection Agency only

### Series Purpose:
The purpose of the environmental public information occupation is to plan & develop programs to ensure public awareness of agency activities & facilitate two-way communication between the agency & the public, thereby establishing credibility for the agency & the public interest center.

### Class Title:
Environmental Public Information Officer

### Class Number:
64461

### Effective Date:
02/01/1999

### Class Concept:
The advanced professional level class works under general supervision & requires thorough knowledge of journalism or communication & public relations in order to provide technical communications expertise to plan, develop & implement communication strategies for assigned geographical area.
EFFECTIVE DATE: 02/01/1999

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 communications expertise & plans, develops & implements communication strategies for assigned geographical area (e.g., develops, writes, types, proofs & issues news releases, citizens notices/correspondence; develops public advisory groups & statutory mandated task forces or councils; coordinates agency program concerning rule making & permit public information meetings & hearings; develops & presents information & educational displays, programs, materials &/or speeches to media; writes, types, edits & performs lay-out work on publications, articles &/or newsletters &/or assists with budget preparation & coordination of special projects).
Advises & consults with geographical area district chief & management regarding public relations; serves as resource person for information on positive & effective public presentation of agency programs & activities; responds to written &/or telephone requests & prepares & delivers speeches &/or presentations.
Coordinates & arranges news conferences, interviews & special events with media; evaluates development, preparation & dissemination of public information; conducts individual & group training for agency staff in community, public & media relations.

MAJOR WORKER CHARACTERISTICS:
Knowledge of public relations; journalism (e.g., newswriting, reporting & editing); communications (e.g., multi-media techniques); budgeting*. Skill in typing or wordprocessing*. Ability to deal with many variables & determine specific action; prepare & deliver speeches to specialized audiences & general public; use proper research methods in gathering data; write &/or edit articles for publication; handle sensitive inquiries from contacts with officials & general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Completion of undergraduate core program in journalism or communication; 12 mos. exp. in public multi-media techniques & relations in field of journalism or communication.
-Or 3 yrs. exp. in field of journalism or communication dealing in public multi-media techniques & relations, public speaking, newswriting, reporting & editing &/or community relations & communication with citizens.
-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 work evenings or weekends; may require overnight travel.