NEW AUG 0 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Business Services Supervisor	CODE: 63312C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from business administrator or other administrative superior, supervises staff in performance of fiscal, personnel & some support functions of agency or institution (e.g., maintenance, groundskeeping, laundry, food services, commissary), directly supervises support staff & independently performs most complex duties;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	43-63	Has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., business services support personnel); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment & independently performs most complex duties.	Knowledge of (1) public accounting, public finance or public budgeting, (2) bookkeeping, (3) purchasing, (4) state laws regulating fiscal policies & procedures*, (5) office management, (6) employee training & development, (7) supervision; ability to (8) define problems, collect data, establish facts & draw valid conclusions, (9) calculate fractions, decimals & percentages, (10) prepare meaningful, concise & accurate reports, (11) gather, collate & classify information about data, people or things, (12) establish friendly atmosphere as supervisor of work unit.
2 (647)	18-38	Performs &/or supervises staff in performance of personnel functions (e.g., maintenance of personnel records, preparation & submission of personnel actions & position descriptions); recruits, selects & places or recommends placement of applicants, explains employee benefits, counsels employees, conducts orientation & training sessions, assists in development of personnel policies & procedures.	Knowledge of 6, 7, (13) manpower planning*, (14) civil service laws & procedures (i.e., Chapter 124 of Ohio Revised Code), (15) agency personnel policies & procedures*, (16) interviewing, (17) social insurance (e.g., workers compensation, unemployment compensation, social security, disability insurance, public employees retirement); ability to 8, 10, 11, 12.
3 123:1-7-17	9-29	Coordinates support functions (e.g., maintenance, groundskeeping, laundry, food service & commisary), coordinates moving, space planning & telephone services & supervises support staff.	Knowledge of 7; ability to 8, 12.

*Developed after employment

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

Completion of one year college level training in accounting or finance & 6 mos. fiscal exp. (or 18 mos. fiscal exp. which included some accounting &/or auditing exp.); or equivalent.