

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES**

Veterans' Home Administration

SERIES NO

6145

MAJOR AGENCIES

Veteran's Home Agency only

EFFECTIVE DATE

04/02/2006

SERIES PURPOSE:

The purpose of the veterans' home administration occupation is to plan and administer the daily operations of assigned satellite facility or administer the overall operations of the Ohio Veterans' Home Agency (i.e., OVHA) through the deputy and assistant superintendents.

At the deputy superintendent level, incumbents oversee the daily operations of a satellite veterans' facility.

At the assistant superintendent level, incumbents assist in defining agency goals & objectives, direct agency administrative functions and/or operations and act in the absence of the veterans' home superintendent.

At the superintendent level, the incumbent serves as the agency appointing authority on behalf of the OVHA Board of Trustees and provides administrative oversight of all facility operations for all locations of the Ohio Veterans' Home Agency through assistant superintendents.

CLASS TITLE

Veterans' Home Deputy Superintendent

CLASS NUMBER

61451

PAY RANGE

45

EFFECTIVE

04/02/2006

CLASS CONCEPT:

The first managerial level class works under administrative direction & requires considerable knowledge of public or business administration & governing laws & regulations in order to oversee daily operations (e.g., public safety, quality assurance, education, social service, maintenance, & resident affairs) of satellite veterans' facility & supervise assigned staff.

CLASS TITLE

Veterans' Home Assistant Superintendent

CLASS NUMBER

61452

PAY RANGE

46

EFFECTIVE

04/02/2006

CLASS CONCEPT:

The second managerial level class works under administrative direction & requires thorough knowledge of public or business administration & governing laws & regulations in order to assist in defining agency goals & objectives, development of policies, procedures & administrative rules for efficient management & operation of OVHA & direct daily operations (e.g., public safety, quality, assurance, education, social service, maintenance & resident affairs) of satellite veterans' facilities to ensure effective completion of all tasks & functions within each facility & supervise deputy superintendents & other assigned personnel or act as chief of staff & manage & direct all administrative functions (i.e., human resources, fiscal, information technology, communications) & in either capacity, act in absence of superintendent.

CLASS TITLE

Veterans' Home Superintendent

CLASS NUMBER

61453

PAY RANGE

47

EFFECTIVE

04/02/2006

CLASS CONCEPT:

The third managerial level class works under administrative direction & requires extensive knowledge of hospital administration & governing laws & regulations in order to formulate goals & objectives & establish internal directives & procedures for all locations of Ohio Veterans' Home Agency, direct all personnel functions with approval & consent of OVHA board of trustees, administer & manage all OVHA operations for approved capacity by U.S. Department of Veterans Affairs for all locations to include direct oversight of budget, develop, plan & coordinate programs, implement & interpret statutory & board requirements & supervise veterans' home assistant superintendents.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Veterans' Home Deputy Superintendent	61451	EX	04/02/2006	45

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.)

Oversees daily operations (e.g., public safety, quality assurance, education, social service, maintenance, & resident affairs) of satellite veterans' facility & supervises assigned personnel.

Assists in development of OVHA goals & objectives & directs operations for assigned operations of satellite veterans' facility; plans facility budget & monitors expenditures, oversees warehouse distribution & maintains appropriate levels of inventory; directs preparation & maintenance of required reports & records; prepares required records, reports & correspondence as necessary.

Serves as liaison to statewide veteran's organizations (e.g., Veterans' of Foreign Wars, American Legion, AMVETS, Disabled American Veterans') & local legislators; attends/chairs meetings as required; attends conferences, training & seminars.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public or business administration to include fiscal management/budgeting & labor relations; federal & state laws, rules & regulations governing operations of veterans' home; public/human relations; supervisory principles & techniques; inventory control; geriatric programs. Skill in operation of personal computer & office system software.* Ability to deal with large number of variables & determine specific course of action; develop complex report & position papers; handle sensitive contacts in-person, by telephone or in writing with representatives of statewide veterans' organizations & local legislators.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Veteran status; affiliation with veteran service organizations &/or experience in dealing with county veteran service officers per Chapter 5907 of Ohio Revised Code; completion of graduate core program in public or business administration or related field of study; 5 yrs. exp. in independent living geriatric facility (i.e., bed size of 100-150) of which 2 yrs. exp. must have been in deputy superintendent role; 2 yrs. exp. with Ohio Department of Health/Veterans Administration regulations; 1 yr. trg. or 1 yr. exp. in geriatric programs; 6 mos. trg. or 6 mos. exp. in management; 6 mos. trg. or 6 mos. exp. in budgeting; 6 mos. trg. or 6 mos. exp. in inventory control; 6 mos. trg. or 6 mos. exp. in supervisory principles & techniques; 6 mos. trg. or 6 mos. exp. in labor relations; 6 mos. trg. or 6 mos. exp. in public relations; must be able to provide own transportation.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Veterans' Home Assistant Superintendent	61452	EX	04/02/2006	46

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 veterans' home superintendent in defining agency goals & objectives, formulates policies, procedures & administrative rules for efficient management & operation of OVHA, directs daily operations (e.g., public safety, quality, assurance, education, social service, maintenance & resident affairs) of satellite veterans' facilities to ensure effective completion of all tasks & functions within each facility & supervises deputy superintendents & other assigned personnel or acts as chief of staff & manages & directs all administrative functions of OVHA (i.e., human resources, fiscal, information technology, communications) & in either capacity, acts in absence of superintendent.

Assists OVHA superintendent in planning budget & monitoring expenditures for OVHA; directs preparation & maintenance of required reports & records; prepares required records, reports & correspondence as necessary.

Serves as liaison to statewide veterans' organizations (e.g., Veterans' of Foreign Wars, American Legion, AMVETS, Disabled American Veterans) & local legislators; attends/chairs meetings as required; attends conferences, training & seminars.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public or business administration to include fiscal management/budgeting & labor relations; federal & state laws, rules & regulations governing operations of veterans' home; public/human relations; supervisory principles & techniques; government structure & process (i.e., government budgeting & spending; Ohio revised code). Skill in operation of personal computer & office system software.* Ability to deal with large number of variables & determine specific course of action; develop complex report & position papers; handle sensitive contacts in-person, by telephone or in writing with representatives of statewide veterans' organizations & local legislators.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Veteran status; affiliation with veteran service organizations &/or experience in dealing with county veteran service officers per Chapter 5907 of Ohio Revised Code; completion of graduate core program in public or business administration or related field of study; 30 mos. exp. with Ohio department of health/veterans administration regulations; 1 yr. exp. in budgeting, 6 mos. of which involved Ohio government budgeting & spending; 1 yr. trg. or 1 yr. exp. in management; 1 yr. trg. or 1 yrs. exp. in supervisory principles & techniques; 1 yr. trg. or 1 yr. exp. in labor relations; 1 yr. trg. or 1 yr. exp. in public relations; 6 mos. trg. or 6 mos. exp. working with Ohio revised code; must be able to provide own transportation.

-Or 6 mos. exp. as Veteran Home Deputy Superintendent, 61451; must be able to provide own transportation.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Veterans' Home Superintendent	61453	EX	04/02/2006	47

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.)

Exercises full authority to formulate goals & objectives & to establish internal directives & procedures for all locations of Ohio Veteran's Home Agency, directs all personnel functions with approval & consent of OVHA board of trustees, administers & manages all OVHA operations for approved capacity by U.S. Department of Veterans Affairs for all locations to include direct oversight of budget, develops, plans & coordinates programs, implements & interprets statute & board requirements, & supervises assistant superintendents.

Prepares & administers biennium budget; directs regular inspection activities to ensure highest quality care; recruits, interviews & hires professional staff &/or ensures human resources practices are in compliance with applicable laws, rules & collective bargaining agreements; establishes table of organization for all facility locations with assistance from subordinate staff; approves personnel actions & related documents; performs wide range of administrative responsibilities (e.g., reviews unusual incidents, workers' compensation claims, disability claims, & personal service contracts for approval &/or action; monitors spending to stay within budget; monitors reporting, trends, client progress, restraint documentation, leave usage, population & census reports & other reports/statistics as required) affecting all personnel, operations, & clients of all facility locations.

Represents OVH in meetings, conferences & before community groups, civic organizations, citizens' advisory board, regulatory agencies, boards, other state &/or federal agencies, court, labor unions, general public &/or statewide veterans' organizations; serves as liaison to national association of state veterans' home, veterans' administration, & state & federal legislative bodies; prepares & delivers speeches & presentations; reviews & responds to client council concerns; responds to client's relatives; attends in service training.

MAJOR WORKER CHARACTERISTICS:

Knowledge of hospital administration; budgeting; public relations; management; supervisory principles & techniques; agency, state & federal laws, rules & guidelines pertaining to veteran's administration & veterans' home operations. Ability to deal with large number of variables & determine specific course of action; develop complex reports & position papers; handle sensitive, face-to-face inquiries from facility staff, parents, relatives, boards, community groups & other state & federal agency representatives.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in hospital administration; 2 yrs. trg. or 2 yrs. exp. in veteran's administration programs; 1 yr. trg. or 1 yr. exp. in budgeting; 1 yr. trg. or 1 yr. exp. in management, 1 yr. trg. or 1 yr. exp. in supervisory principles & techniques; must be able to provide own transportation.

-Or 12 mos. exp. as Veterans' Home Deputy Superintendent, 61451; must be able to provide own transportation.

-Or 6 mos. exp. as Veterans' Home Assistant Superintendent, 61452; must be able to 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:

On call 24 hrs./day, 7 days/week; may require travel; may be exposed to clients.