

POSITION DESCRIPTION

AGENCY/DEPT ID

DIVISION OR INSTITUTION ADMINISTRATION	UNIT OR OFFICE COMMISSION	COUNTY OF EMPLOYMENT FRANKLIN
<i>This row is for Information Technology classifications ONLY</i>	PRIMARY TECHNOLOGY (IT ONLY)	SECONDARY TECHNOLOGY (IT ONLY)
<i>This row is for Program Administra- tors & Project Managers ONLY</i>	Identify Program or Project EMPLOYER COMMISSION LEVEL HEARING	Estimated Duration of Project

POSITION NUMBER 20077621 JOB TITLE Administrative Staff JOB CODE 99580	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update			Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree		
	USUAL WORKING TITLE OF POSITION COMMISSION LEVEL HEARING ADMIN- ISTRATIVE ASSISTANT		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR			
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt	Bargaining Unit 22 Page 1 of 2		
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 A.M. TO: 5:00 P.M.					
	JOB DESCRIPTION AND WORKER CHARACTERISTICS					
	%	Job Duties in Order of Importance			Knowledge, Skills & Abilities	
	45	Under supervision, acts on behalf of the Commissioner to provide program direction. Performs administrative research and special projects on behalf of the Commission Member of the Industrial Commission of Ohio in order to perform administrative tasks, including research and analyzing the various phases of Workers' Compensation Law. Reviews and presents appeals and reconsiderations to the Commission Member for vote. Reviews and presents requests for continuance and cancellation of hearings to the Commission Member for vote. Uses Enterprise Content Management (ECM) to review claim file documents for hearings on appeals and reconsiderations. Assembles necessary documents to adequately prepare claim files for hearings. Reviews claims set for hearing and provides summaries and advice to the Commission Member before decision or action is made on claim file.			Knowledge of (13b*) IC Policies & Procedures, (14*) IC/BWC rules & regulations, (23*) BWC/IC Laws; Skills in (25b*) Microsoft applications; Ability to (30r) deal with many variables & determine specific action (32x) develop complex reports & position papers, (33e) gather, collate & classify information about data, people or things (34f), handle sensitive inquiries from & contacts with officials & general public.	
	15	Attends hearings. Drafts, reviews, and edits Commission Member orders before routing to the Commission Member for review, approval, and signature. Reviews orders and the related claim documents and makes necessary changes, with the approval of the Commission Member when appropriate, before presenting to the Commission Member for vote. Researches, evaluates and analyzes legal questions, briefs and other legal documents and renders opinions as requested by the Commission Member.			Knowledge of 13b*, 14*, 23*; Skills in 25b; Ability to 30r, 32x, 33e, 34f.	
	10	When the Commission Member is acting as the Chairman of the Self-Insuring Employers' Evaluation Board (SIEEB), works with the Bureau of Workers' Compensation (BWC) Self-Insured Department and Legal Department as well as the other SIEEB Members to address complaints. Reviews complaints and provides summaries and advice to the Chairman before decision or action is made on complaints. Drafts and edits SIEEB decisions. Provides advice and direction to BWC staff. Attends SIEEB meetings and hearings.			Knowledge of 13b*, 14*, 23*; Skills in 25b; Ability to 30r, (32o) originate routine business letters reflecting standard procedures, 34f.	
List Position Numbers & Job Titles of Positions Directly Supervised:				SIGNATURE OF AGENCY REPRESENTATIVE DATE		

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	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt	Bargaining Unit 22 Page 2 of 2		
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 A.M. TO: 5:00 P.M.					
	JOB DESCRIPTION AND WORKER CHARACTERISTICS					
	%	Job Duties in Order of Importance			Knowledge, Skills & Abilities	
	10	Reviews statutes, rules, policies, and procedures of the Industrial Commission and renders opinions to the Commission Member for final approval. Researches, analyzes, and prepares summaries of meeting agenda items and advises the Commission Member. Answers questions and correspondence pertaining to policies and procedures of the agency. Reviews and provides legal summaries to the Commission Member.			Knowledge of 13b*, 14*, 23*; Ability to 30r, (32t) use proper re-search methods in gathering data, 34f	
	10	Reviews and analyzes court decisions and provides summaries and impact statements to the Commission Member. Monitors legislation affecting the Industrial Commission. Meets with legislators on legislation. Composes correspondence on behalf of the Commission Member.			Knowledge of 13b*, 14*, 23*; Ability to 30r, 32x, 34f	
	5	Researches and responds to inquiries and complaints from claimants, employers, etc. Responds to requests for information from media and government units.			Knowledge of 13b*, 14*, 23*; Ability to 30r, 32x, 34f	
5	Acts as Commission Member's liaison to Commission staff, legislators, other state agencies, and the workers' compensation community. Provides advice and direction to Commission staff. Performs related duties as required (e.g., prepares periodic reports on behalf of the Commission Member). Attends meetings, seminars, etc., on behalf of the Commission Member. Must conduct themselves professionally at all times and in accordance with the IC's standards of customer service which require employees to act in a respectful and impartial manner while providing accurate information and timely issue resolution and abiding by the agency's Confidential Personal Information Policy.			Knowledge of 13b*, 14*, 23*; Ability to 30r, 32x, 34f, (34J) Customer Service /Professionalism. This position may require travel, therefore person occupying this position must be able to provide their own transportation &/or legally operate a state owned vehicle.		
THIS POSITION IS UNCLASSIFIED IN ACCORDANCE WITH ARTICLE 124.11 (A)(30) OF THE ORC.				* THIS POSITION IS EXEMPT FROM COLLECTIVE BARGAINING * Developed after employment		
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