

Class Number: 62221		Class Title: BOARD COMMISSIONER I		PCN: 1.0	
POSITION DESCRIPTION		OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES		AGENCY COMMISSION ON HISPANIC/LATINO AFFAIRS	
		PERSONNEL DIVISION		DIVISION OR INSTITUTION NONE	
				UNIT OR OFFICE NONE	
<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input type="checkbox"/> Change		COUNTY OF EMPLOYMENT FRANKLIN			
USUAL WORKING TITLE OF POSITION COMMISSIONER			POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 1.0 GOVERNOR		
NORMAL WORKING HOURS (Explain unusual or rotating shift) FROM: 8:00 A.M. TO: 5:00 PM					
JOB DESCRIPTION AND WORKER CHARACTERISTICS					
%	Job Duties in order of Importance			Minimum Acceptable Characteristics	
25%	As member of the board of commissioners, endeavor To carryout Sections 121.31 and 121.32 of the Ohio Revised Code. As per ORC 121.32, duties include, but are not limited to, the following: Gather and disseminate information and conduct Hearings, conferences, investigations and special Studies on problems and programs concerning Hispanic/Spanish-speaking people.			Knowledge of Hispanic (1) community and correspondence issues. Skill in (2) planning,organizing conferences and hearings and (3) defining problems, collecting data, establishing facts, drawing valid conclusions.	
10%	Secure recognition of the accomplishments and Contributions of Hispanics,				
20%	Develop, coordinate and assist other public and private organizations that serve Hispanics, including the conducting of training programs for community leadership and service project staff,			Knowledge of Government (4) structure and processes. Knowledge & skill in (5) leadership and leadership development.	
List Position Numbers and Class Titles of positions directly supervised: 12.0 Executive Director			SIGNATURE OF AGENCY REPRESENTATIVE		DATE
			Ezra C. Escudero, Executive Director		5-13-05

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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			Minimum Acceptable Characteristics	
25%	Advise governor, general assembly and state agencies about the problems and priorities of the Hispanic community in Ohio. Assist in the development and implementation of comprehensive and coordinated policies and programs focusing on the needs of Hispanic/Spanish-speaking people, especially in the fields of education, employment, programs and evaluate existing programs or prospective legislation concerning Hispanic related issues,			Knowledge of (1) (4) Skill in (6) dealing with problems involving several variables (7) applying principles to solve practical, everyday problems (8) prepare and deliver speeches (9) be able to work independently and cooperatively answer routine questions.	
10%	Review and approve grants to be made from federal, state or private funds which are administered or subcontracted by the office of Hispanic/Latino Affairs,			Skill in (3) Knowledge in (1) (4)	
10%	Hire and review the Executive Director			(10) Management (11) Interview (13) Complete routine forms	
List Position Numbers and Class Titles of positions directly supervised:			SIGNATURE OF AGENCY REPRESENTATIVE		DATE
12.0 Executive Director			Ezra C. Escudero, Executive Director		5-13-05