IN THE SUPREME COURT OF OHIO

Harry C. Turner, III 4685 Rhode Island Drive Youngstown, Ohio 44515, Relator, v. Marc C. Houk, Warden Ohio State Penitentiary P.O. Box 1436 Youngstown, Ohio 44501, and Terry Collins, Director Ohio Department of Rehabilitation and Correction 1050 Freeway Drive, North Columbus, Ohio 43229, and the Ohio Department of Rehabilitation and Correction 1050 Freeway Drive Columbus, Ohio 43229 Respondents.	:	**06-2240** Original Action in Mandamus

COMPLAINT FOR A WRIT OF MANDAMUS

Harry C. Turner, III
Relator, *Pro* Se
4685 Rhode Island Drive
Youngstown, Ohio 44515
(330) 792-0396

Sloan T. Spalding
Senior Deputy Attorney General
Representative for Respondents
150 E. Gay Street, 22nd Floor
Columbus, Ohio 43215-3167
(614) 644-7257

FILED
DEC 05 2006
MARCIA J MENGEL, CLERK
SUPREME COURT OF OHIO

COMPLAINT FOR A WRIT OF MANDAMUS

NOW COMES Relator in the above-captioned matter who, for an original cause of action, does complain, to wit, that

1. At all times pertinent, Relator was and continues to be a reservist Master-at-Arms with the United States Navy Reserve.

2. Relator was ordered to a period of active duty with the United States Navy, a "uniformed service" as defined pursuant to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), 108 Stat. 3149, 38 U.S.C.A. 4301 to 4333. Relator was ordered to this period of active duty on and from March 4, 2006, to and including September 29, 2006, for the express purpose of providing a physical security and law enforcement presence during the disestablishment of Naval Air Station, Keflavik, Iceland. Until September 29, 2006, this U.S. Naval base provided a North Atlantic Treaty Organization (NATO) presence for the indigenous population of Iceland. In his capacity as Commander-in-Chief, President George W. Bush ordered the closure of this base, such closure to be completed on or before September 29, 2006.

3. Previous to March 4, 2006, Relator was an Administrative Assistant 2 to the Business Administrator with the Ohio Department of Rehabilitation and Correction located at the Ohio State Penitentiary, Youngstown, Ohio. Relator was and continues to be a full-time, permanent, classified exempt employee with the State of Ohio.

4. On or about September 29, 2006, Relator was "honorably" discharged from the United States Navy and thereupon resumed his status with the United States Navy Reserve.

5. On or about September 29, 2006, Relator served upon Respondents a written request to be reinstated to Relator's previous "classified" civil service position, a copy of such notice hereto attached as Attachment A.

6. On or about September 29, 2006, Relator also served upon Respondents a copy of Relator's discharge papers which indicated the period of Relator's active duty and the character of Relator's service while serving with the United States Navy, a copy of said discharge papers hereto attached as Attachment B. Relator's discharge on September 29, 2006, was under "honorable" conditions.

7. On or about October 16, 2006, Relator reported for work at Respondents work site located at the Ohio State Penitentiary, Youngstown, Ohio. Respondents immediately thereupon ordered Relator to assume the position of Storekeeper Supervisor located at the warehouse on the grounds of the Ohio State

Penitentiary. Relator has been working in this capacity on and from October 16, 2006, up to and including the date this complaint was filed with the Supreme Court of Ohio.

8. Respondents have also denied Relator computer access to various programs that would allow Relator to faithfully perform those functions of a Storekeeper Supervisor.

9. The Department of Administrative Services has produced classification specifications and position descriptions for the positions of Administrative Assistant 2 to the Business Administrator and Storekeeper Supervisor, copies of said specifications and descriptions hereto attached as Attachments C, D, E, and F.

10. On and from October 16, 2006, up to and including the date of the filing of this complaint, Relator has been forced to work not only outside the classification specification of Administrative Assistant 2 to the Business Administrator but also has been forced to work in a position that is two pay ranges below that of an Administrative Assistant 2 to the Business Administrator.

11. The position of Administrative Assistant 2 to the Business Administrator is paid at the rate of a Pay Range 10.

12. The position of Storekeeper Supervisor is paid at the rate of a Pay Range 8.

13. Respondents have forced upon Relator a reduction in position or a change in status and in marked contrast to that civil service position Relator possessed prior to March 4, 2006.

14. Relator has entreated the Respondents on numerous occasions to restore/reinstate Relator to his previous position of Administrative Assistant 2 to the Business Administrator, but to no avail.

15. Relator's position of Administrative Assistant 2 to the Business Administrator has been vacant on and from March 4, 2006, up to and including the present time. It continues to exist and is vacant at this very moment.

16. Pursuant to the Uniformed Services Employment and Reemployment Rights Act of 1994 and the applicable Code of Federal Regulations, Relator has a "clear legal right" to be restored/reinstated to his previous position of Administrative Assistant 2 to the Business Administrator located at the Ohio State Penitentiary, Youngstown, Ohio.

17. Pursuant to the Uniformed Services Employment and Reemployment Rights Act of 1994 and the applicable Code of Federal Regulations, Respondents

have a "clear legal duty" to perform the acts that were requested by Relator on or about September 29, 2006, to reinstate said Relator to his previous position of Administrative Assistant 2 to the Business Administrator.

18. Respondents named herein are public officials or quasi-public officials who have a clear legal duty to reinstate Relator to his previous civil service position as an Administrative Assistant 2 to the Business Administrator.

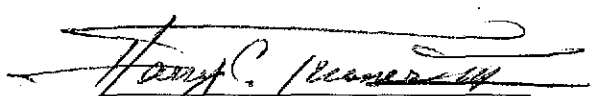
19. Respondents can have no valid excuse for not reinstating Relator to his previous civil service position.

20. Relator suffers from an injury for which there is no plain, meaningful, and adequate remedy in the ordinary course of law.

21. Relator has a personal stake in the outcome of this controversy and thus has standing to sue and to seek a remedy.

22. Relator has satisfied all provisions of the USERRA to be reinstated to his previously held civil service position.

WHEREFORE Relator demands judgment against Respondents in the form of a peremptory writ of mandamus, or alternative writ, compelling action from said Respondents or otherwise commanding the performance of Respondents' duty to reinstate Relator to his previous position of Administrative Assistant 2 to the Business Administrator located at the Ohio State Penitentiary, Youngstown, Ohio, and judgment against Respondents for all fees, costs, and attorney fees.



Harry C. Turner, III
Relator, *Pro Se*
4685 Rhode Island Drive
Youngstown, Ohio 44515-4424
(330) 792-0396

AFFIDAVIT IN SUPPORT

I, Harry C. Turner, III, being duly sworn, hereby state the following under penalty of perjury:

1. I am a permanent, full-time, classified, exempt employee with the Ohio Department of Rehabilitation and Correction, presently working at the Ohio State Penitentiary, Youngstown, Mahoning County, Ohio, and have been so employed for approximately twelve and a half years. I am currently assigned to the warehouse at the Ohio State Penitentiary performing the duties of a Storekeeper Supervisor.

2. I am also a member of the United States Navy Reserve and have been so enlisted with this organization for approximately five years. I was ordered to active duty with the United States Navy on and from March 4, 2006, to and including September 29, 2006. I was honorably discharged and provided a copy of my discharge papers to Victoria Patrick at the Ohio State Penitentiary on September 29, 2006. I also provided on September 29, 2006, a written request to Victoria Patrick that I would like to be reinstated to my previously held position of Administrative Assistant 2.

3. Previous to my activation with the United States Navy on March 4, 2006, I was a permanent, full-time, classified exempt employee with the Ohio State Penitentiary. I was classified as an Administrative Assistant 2. I was a pay range 10 prior to going on active duty.

4. This affidavit is submitted in support of a complaint for a writ of mandamus.

5. Further, I hereby certify and affirm under oath that the pleadings provided herein and above are true and accurate to the best of my ability.

6. All copies attached hereto are a true and accurate representation of the originals; though, the social security number of Relator has been redacted from his discharge papers.

7. This affidavit and the facts contained in this complaint were made on personal knowledge, setting forth facts admissible in evidence.

8. Affiant is competent to testify to the matters stated in this affidavit and the complaint herein.

Harry C. Turner III
Signature

Subscribed and sworn to before me this 22nd day of November, 2006.

My commission expires: October 31, 2009

LISA BAILEY
Notary Public, State of Ohio
My Commission Expires Oct. 31, 2009
Seal

Lisa A. Bailey
Notary Public

MEMORANDUM IN SUPPORT

Relator is a senior petty officer in the U.S. Navy Reserve, who was activated for a period of approximately 211 days on and from March 4, 2006, up to and including September 29, 2006. Previous to activation in the U.S. Navy, Relator was an Administrative Assistant 2 to the Business Administrator located at the Ohio State Penitentiary, Youngstown, Ohio. Relator returned to the United States on or about September 25, 2006, after distinguished service in the closure of the U.S. Naval Air Station, Keflavik, Iceland. In fact, on September 25, 2006, Relator was awarded a Navy and Marine Corps Achievement Medal for his meritorious service while in Iceland.

Relator returned to Navy Operational Support Command, Vienna, Ohio, and was discharged "honorably" from the U.S. Navy on September 29, 2006. On that same date, Relator traveled to the Ohio State Penitentiary and served a written notice that he desired to be reinstated to his previous position of Administrative Assistant 2 to the Business Administrator beginning with the pay period that began on October 15, 2006. Relator also provided a copy of his discharge papers. These papers indicated that the character of Relator's service was honorable. It also provided the exact days that Relator served on active duty.

Relator returned to work on Monday, October 16, 2006, and went to the training area of the Penitentiary to begin what Relator thought would be a short period of "in-service" training. Instead, the Training Officer for the Ohio State Penitentiary directed Relator to proceed to the warehouse for a period of instruction prior to assuming the duties of Storekeeper Supervisor. Relator told the Training Officer that there must have been some kind of mistake, that Relator was an Administrative Assistant, not a

Storekeeper Supervisor. Thereupon, the Training Officer then contacted the Labor Relations Officer for the Ohio State Penitentiary, who indicated the same information. Relator was to report to the warehouse to begin assuming the duties of Storekeeper Supervisor.

Relator contacted Respondents on a number of occasions that he desired to be reinstated to his previous position of Administrative Assistant. Relator has been working in the warehouse as the Storekeeper Supervisor on and from October 16, 2006. Respondents continue to refuse to reinstate Relator even though Relator's previous position continues to be unfilled and vacant. Relator's performance as a Storekeeper Supervisor is manifestly outside the classification specification of and is two pay ranges below an Administrative Assistant 2. Relator's status has changed significantly upon completion of his active duty service with the U.S. Navy.

ARGUMENT

Previous to March 4, 2006, Relator was a reservist with the United States Navy and a permanent, full-time, classified employee of the Department of Rehabilitation and Correction. On March 4, 2006, Appellant entered the United States Navy and served approximately two hundred eleven "active duty" days. Appellant was honorably discharged on September 29, 2006, and provided a copy of his discharge papers and a request to be reinstated to his previous position as an Administrative Assistant 2.

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) directs Respondents to take every measure possible to reinstate Appellant according to the "escalator" provision. Respondents should also make a good faith effort

to qualify Appellant where he would not otherwise be qualified. Specifically, the USERRA provides:

> Subject to subsection (b) (in the case of any employee) and sections 4314 and 4315 (in the case of an employee of the Federal Government), a person entitled to reemployment under section 4312, upon completion of a period of service in the uniformed services, shall be promptly reemployed in a position of employment in accordance with the following order of priority:
>
> > (1) Except as provided in paragraphs (3) and (4), in the case of a person whose period of service in the uniformed services was for less than 91 days--
> >
> > > (A) in the position of employment in which the person would have been employed if the continuous employment of such person with the employer had not been interrupted by such service, the duties of which the person is qualified to perform; or
> > >
> > > (B) in the position of employment in which the person was employed on the date of the commencement of the service in the uniformed services, only if the person is not qualified to perform the duties of the position referred to in subparagraph (A) after reasonable efforts by the employer to qualify the person.
> >
> > (2) Except as provided in paragraphs (3) and (4), in the case of a person whose period of service in the uniformed services was for more than 90 days--
> >
> > > *(A) in the position of employment in which the person would have been employed if the continuous employment of such person with the employer had not been interrupted by such service, or a position of like seniority, status and pay, the duties of which the person is qualified to perform; or*
> > >
> > > *(B) in the position of employment in which the person was employed on the date of the commencement of the service in the uniformed services, or a position of like seniority, status and pay, the duties of which the person is qualified to perform, only if the person is not qualified to perform the duties of a position referred to in subparagraph (A) after reasonable efforts by the employer to qualify the person.*

38 U.S.C. 4313(a) (emphasis added).

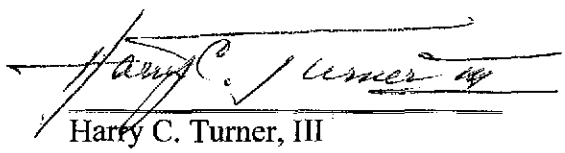
The Code of Federal Regulations enunciates this "escalator" provision further:

> As a general rule, the employee is entitled to reemployment in the job position that he or she would have attained with reasonable certainty if not for the absence due to uniformed service. This position is known as the escalator position. *The principle behind the escalator position is that, if not for the period of uniformed service, the employee could have been promoted (or, alternatively, demoted, transferred, or laid off) due to intervening events.* The escalator principle requires that the employee be reemployed in a position that reflects with reasonable certainty the pay, benefits, seniority, and other job perquisites, that he or she would have attained if not for the period of service. Depending upon the specific circumstances, the employer may have the option, or be required, to reemploy the employee in a position other than the escalator position.

20 C.F.R. Part 1002.191 (emphasis added).

In this instance, Respondents refuse to reinstate Relator to his previously held position as an Administrative Assistant 2 to the Business Administrator at the Ohio State Penitentiary, even though this position is still vacant. Further, Respondents refuse to reinstate Relator to a comparable position utilizing the "escalator" provisions under the USERRA. The USERRA is clear and unambiguous as to what the duties of Respondents should be. Under the USERRA, Relator is required to take no other action save providing a request for reinstatement and providing proof of Relator's character of service. Relator is entitled to reinstatement using the "escalator" provision as a matter of law.

Respectfully submitted,



Harry C. Turner, III
Appellant, *Pro Se*
4685 Rhode Island Drive
Youngstown, Ohio 44515-4424
(330) 792-0396

To Whom It May Concern:

I would like to be reinstated to my previous position of AA effective 15 October 2006, Monday, to begin working.

Harry C. Lumsey
29 Sep 06

ATTACHMENT A

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES

THIS IS AN IMPORTANT RECORD. SAFEGUARD IT.

ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, First, Middle): TURNER, HARRY CLIFFORD III

2. DEPARTMENT, COMPONENT AND BRANCH: NAVY-USNR

3. [illegible]

4a. GRADE, RATE OR RANK: MA1

b. PAY GRADE: E6

5. DATE OF BIRTH (YYYYMMDD): 19591130

6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD): 20080716

7a. PLACE OF ENTRY INTO ACTIVE DUTY: YOUNGSTOWN, OH

b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known): 4357 KERRYBROOK DR, YOUNGSTOWN, OH 44511

8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND: NAS KEFLAVIK SEC DET KEFLAVIK, ICELAND

b. STATION WHERE SEPARATED: PERSUPPDET ANACOSTIA ANNEX, WASHINGTON, DC

9. COMMAND TO WHICH TRANSFERRED: NAVMARCORESCEN YOUNGSTOWN, OH

10. SGLI COVERAGE [ ] NONE
AMOUNT: $ 250,000.00

11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.)
MA - 0000 - MASTER AT ARMS (04YRS, 11MOS)

12. RECORD OF SERVICE

	YEAR(S)	MONTH(S)	DAY(S)
a. DATE ENTERED AD THIS PERIOD	06	MAR	04
b. SEPARATION DATE THIS PERIOD	06	SEP	30
c. NET ACTIVE SERVICE THIS PERIOD	00	06	27
d. TOTAL PRIOR ACTIVE SERVICE	15	11	25
e. TOTAL PRIOR INACTIVE SERVICE	03	05	00
f. FOREIGN SERVICE	00	06	17
g. SEA SERVICE	00	00	00
h. EFFECTIVE DATE OF PAY GRADE	05	JAN	16

13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)
NAVY/MARINE CORPS ACHIEVEMENT MEDAL(2); MERITORIOUS UNIT COMMENDATION; GOOD CONDUCT MEDAL(5); NATIONAL DEFENSE SERVICE MEDAL(2); GLOBAL WAR ON TERRORISM SERVICE MEDAL; SOUTHWEST ASIA SERVICE MEDAL; SEA SERVICE DEPLOYMENT RIBBON(2); (CONT'D IN BLK 18)

14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed)
NONE THIS PERIOD.//

15a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM [ ] YES [X] NO

b. HIGH SCHOOL GRADUATE OR EQUIVALENT [X] YES [ ] NO

16. DAYS ACCRUED LEAVE PAID 17.5

17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION [ ] YES [X] NO

18. REMARKS
BLK 13 CONT'D - NAVY/MARINE CORPS OVERSEAS SERVICE RIBBON(2); KUWAIT LIBERATION MEDAL(SAUDI ARABIA); KUWAIT LIBERATION MEDAL (KUWAIT); NAVY RIFLE MARKSMANSHIP RIBBON; EXPERT PISTOL SHOT MEDAL; LETTER OF APPRECIATION(3); CERTIFICATE OF APPRECIATION // "DATE DETACHED SEPARATION ACTIVITY: 27 SEPTEMBER 2006 (01 DAY TRAVEL TIME)." SERIAL NUMBER: 42557-06-0146 LLS //

The information contained herein is subject to computer matching within the Department of Defense or with any other effected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.

19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code): 4357 KERRYBROOK DR, YOUNGSTOWN, OH 44511

b. NEAREST RELATIVE (Name and address - include ZIP Code): SARAH J. TURNER - 4804 NEW ROAD, YOUNGSTOWN, OH 44515

20. MEMBER REQUESTS COPY 6 BE SENT TO OH **DIRECTOR OF VETERANS AFFAIRS** [X] YES [ ] NO

21. SIGNATURE OF MEMBER BEING SEPARATED: Harry C. Turner III

22. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title and signature): S. A. HUNT JR, PSC (SW/AW) USN, PERSOFF, BY DIRECTION OIC

SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)

23. TYPE OF SEPARATION: Released from Active Duty Special Works (ADSW)

24. CHARACTER OF SERVICE (Include upgrades): HONORABLE

25. SEPARATION AUTHORITY: MILPERSMAN 1910-104

26. SEPARATION CODE: MBK

27. REENTRY CODE: RE-R1

28. NARRATIVE REASON FOR SEPARATION: COMPLETION OF REQUIRED ACTIVE SERVICE

29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD): TL: NONE

30. MEMBER REQUESTS COPY 4 (Initials): HCT

ATTACHMENT B

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	**CLASSIFICATION SERIES**: Administrative Assistant	**SERIES NO.**: 6312
	MAJOR AGENCIES: All Agencies	**EFFECTIVE DATE**:

SERIES PURPOSE:
The purpose of the administrative assistant occupation is to assist in program direction by relieving superior of administrative duties & assisting in program direction.

At the first level, incumbents relieve superior of routine administrative duties. At the second level, incumbents relieve superior of non-routine administrative duties & formulates & implements program policy &/or supervises assigned staff. At the third level, incumbents relieve superior of variety of difficult administrative duties & formulates & implements program policy &/or supervises assigned staff. At the fourth level, incumbents relieve superior of most difficult administrative duties & formulates & implements program policy or does all of the proceeding & supervises assigned staff.

Note: In order to determine whether position is assigned duties of specified administrative nature, compare duties assigned to position in question with those assigned to immediate supervisory position, identify duties that have been delegated to subordinate & scope & impact of those duties on overall program activities of unit, section, division or bureau. The higher the class level, it is expected that there will be an increase in the knowledge of the technical policies & procedures of the operational unit to include training &/or academic background commensurate with the immediate supervisor's assigned program.

Note: This series may be used within agency/institution &/or in community setting.

CLASS TITLE:
Administrative Assistant 1

CLASS NUMBER:
63121

EFFECTIVE DATE:
04/21/1991

CLASS CONCEPT:
The full performance level class works under general supervision & requires considerable knowledge of agency policies & procedures regarding program activities of unit, section, division or bureau in order to assist in program direction by relieving superior of routine administrative duties & make recommendations & assist in developing new procedures & programs.

CLASS TITLE:
Administrative Assistant 2

CLASS NUMBER:
63122

EFFECTIVE DATE:
12/07/1997

CLASS CONCEPT:
The advanced level class works under general supervision & requires considerable knowledge of management principles/techniques, supervisory principles/techniques & agency policies & procedures regarding program activities of unit, section, division or bureau in order to assist in program direction by relieving superior of non-routine administrative duties & formulate & implement program policy, or to do all of preceding & supervise assigned staff.

CLASS TITLE:
Administrative Assistant 3

CLASS NUMBER:
63123

EFFECTIVE DATE:
12/07/1997

CLASS CONCEPT:
The first administrative level class works under administrative direction & requires thorough knowledge of management principles/techniques, supervisory principles/techniques & agency policies & procedures regarding program activities of unit, section, division or bureau in order to assist in program direction by relieving superior of variety of difficult administrative duties & formulate & implement program policy, or to do all of preceding & supervise assigned staff.

ATTACHMENT C

CLASS TITLE:
Administrative Assistant 4

CLASS NUMBER:
63124

EFFECTIVE DATE:
12/07/1997

CLASS CONCEPT:
The second administrative level class works under administrative supervision & requires extensive knowledge of management principles/ techniques, supervisory principles/techniques & agency policies & procedures regarding program activities of unit, section, division or bureau in order to assist in program direction by acting for superior & by relieving superior of most difficult administrative duties & formulate & implement program policy, or to do all of preceding & supervise assigned staff.

CLASS TITLE:	CLASS NUMBER:	BARGAINING UNIT:
Administrative Assistant 1	63121	14

EFFECTIVE DATE:
04/21/1991

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 administrator in program direction, researches & analyzes materials, information & programs, provides technical information & advice to administrators in decision making, makes recommendations & assists in developing new procedures & programs, serves as liaison between administrator & subordinates, transmits decisions & directives, represents administrator at meetings & conferences, assumes responsibility & authority in administrator's absence.

Manages business functions of administrator's office; prepares & monitors budgets; prepares payroll; processes bills for payment; purchases supplies & equipment; keeps fiscal & personnel records; interviews prospective employees.

Performs public relations duties; researches & responds to inquiries & complaints; furnishes information & explains programs to public; works on special assignments & projects as directed; prepares reports, publications, memos & presentations for dissemination outside work unit.

MAJOR WORKER CHARACTERISTICS:
Knowledge of agency policies & procedures regarding area assigned*; office practices & procedures*; government structure & process*; public relations; budgeting; supervisory principles/techniques*; office management. Ability to gather, collate & classify information according to established methods; cooperate with co-workers on group projects; prepare & deliver speeches; write directives, memos & other publications; define problems, collect data, establish facts & draw valid conclusions; interview job applicants to determine work best suited for them; handle sensitive contacts with public & other work units.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Completion of associate core coursework in business administration, management science or public administration.

-Or 12 mos. trg. or 12 mos. exp. in areas cited previously.

-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 require travel to community site under contract with Department of Mental Health.

CLASS TITLE:	CLASS NUMBER:	BARGAINING UNIT:
Administrative Assistant 2	63122	EX

EFFECTIVE DATE:
12/07/1997

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.)
Acts for administrator (e.g., independently answers complex &/or confidential correspondence; conducts staff meetings to discuss rules & operating procedures relating to assigned area; monitors manpower needs &insures sufficient number of personnel to complete special assignments/ projects), serves as liaison between administrator & subordinates, transmits decisions & directives, represents administrator at meetings & conferences, formulates & implements program policy & assumes responsibility & authority in administrator's absence, or does all of preceding & supervises staff (i.e., assigned clerical, maintenance, security &/or lower-level administrative employees).

Researches & analyzes programs, procedures & policies; develops project proposals & program plans; provides technical advice to aid administrators in decision making.

Manages business functions of administrator's office; prepares & administers budgets; oversees maintenance of fiscal controls, authorizes expenditures & purchases; administers special programs & projects; coordinates specific auxiliary functions falling under authority of supervisor.

Performs public relations duties; researches & responds to inquiries & complaints; furnishes information & explains programs to public; writes position papers & reports; makes speeches & gives lectures; prepares news releases.

MAJOR WORKER CHARACTERISTICS:
Knowledge of supervisory principles/techniques; business administration, management science or public administration; employee training & development*; interviewing*; public relations; budgeting. Ability to handle sensitive telephone & face-to-face inquiries & contacts with public & government; write letters, papers, reports & speeches & deliver speeches before general public; develop complex reports & position papers; define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; gather, collate & classify information according to established methods; establish friendly atmosphere as supervisor of work unit.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Completion of undergraduate core program in business administration, management science or public administration; 12 mos. trg. or 12 mos. exp. in supervisory, administrative &/or managerial position which involved limited research & public contact. If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have valid commercial driver's license.

-Or completion of undergraduate core program in academic field commensurate with program area to be assigned per approved Position Description on file; 12 mos. trg. or 12 mos. exp. in supervisory, administrative, managerial &/or staff position which involved limited research & public contact. If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have valid commercial driver's license.

-Or 36 mos. trg. or 36 mos. exp. in business administration, management science or public administration. If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have valid commercial driver's license.

-Or 12 mos. as Administrative Assistant 1, 63121. If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have valid commercial driver's license.

-Or equivalent of the Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
Not applicable.

UNUSUAL WORKING CONDITIONS:
Not applicable.

CLASS TITLE:	CLASS NUMBER:	BARGAINING UNIT:
Administrative Assistant 3	63123	EX

EFFECTIVE DATE:
12/07/1997

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.)
Acts for administrator (e.g., responds to programmatic issues/ needs of staff; leads/monitors task forces; plans, writes & implements departmental goals), serves as liaison between administrator & subordinates, transmits decisions & directives, represents administrator at meetings & conferences, assumes responsibility & authority in administrator's absence, interviews, hires, & counsels employees, manages office & auxiliary functions (e.g., maintenance, security, public information, personnel) & formulates & implements program policy, or does all of preceding & supervises assigned staff (i.e., clerical &/or lower-level administrative personnel).

Analyzes & evaluates programs, procedures & policies; provides technical advice to aid administrators in decision making.

Develops & coordinates public relations programs; researches & responds to inquiries & complaints; furnishes information & explains programs to public, legislators & news media; writes position papers & reports; makes speeches & gives lectures; prepares news releases.

Manages business function of administrator's office; prepares & administers budgets; establishes & oversees maintenance of fiscal controls; authorizes expenditures & purchases; develops & implements recruitment & training programs; develops & administers special programs & projects; prepares important documents, correspondence, directives & publications.

MAJOR WORKER CHARACTERISTICS:
Knowledge of supervisory principles/techniques; business administration, management science or public administration; public relations; employee training & development; interviewing; public accounting. Ability to gather, collate & classify information about data, people or things; define problems, collect data, establish facts & draw valid conclusions; deliver speeches before government officials & general public; write, letters, papers & reports; handle sensitive telephone & face-to-face inquiries & contacts with general public; interview job applicants to determine work best suited to them.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Completion of undergraduate core program in business administration, management science or public administration; 2 yrs. trg. or 2 yrs. exp. in supervisory, administrative &/or managerial position. -Or completion of undergraduate core program in academic field commensurate with program area to be assigned per approved Position Description on file; 2 yrs. trg. or 2 yrs. exp. in supervisory, administrative &/or managerial position or staff position involving planning, research &/or policy/procedure development. -Or 4 yrs. trg. or 4 yrs. exp. in business administration management science or public administration. -Or 1 yr. exp. as Administrative Assistant 2, 63122. -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:
Not applicable.

CLASS TITLE:	CLASS NUMBER:	BARGAINING UNIT:
Administrative Assistant 4	63124	EX

EFFECTIVE DATE:
12/07/1997

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.)
Acts for administrator (e.g., provides program direction for staff; administers statewide agency programs; insures compliance with state &federal program requirements; advocates for legislation to enhance services/ programs related to assigned speciality), provides regular direction to division heads & other staff members, conducts staff meetings to discuss & execute policies & procedures, reviews proposals of division heads & other staff members & makes recommendations to administrator, assumes full responsibility & authority in administrator's absence, plans, directs & appraises work of administrator's office staff, including clerical & lower-level administrative employees, manages office auxiliary functions (e.g., maintenance, security, public information, personnel) & formulates & implements program policy, or does all of preceding & supervises assigned staff (i.e., clerical &/or lower-level administrative personnel).

Analyzes & evaluates programs, procedures & policies; develops & revises programs; provides technical advice to aid administrator in decision making.

Prepares & directs preparation of correspondence, reports, policy statements, legislative drafts; provides information on programs & policies to private organizations, government officials & general public.

Coordinates & monitors personnel & fiscal services of administrative unit; oversees & assists with budget preparation & administration; orients & counsels new professional personnel; identifies staff training needs.

Represents administrator at meetings & conferences with state, federal & community agencies; speaks for administrator on policy matters.

MAJOR WORKER CHARACTERISTICS:
Knowledge of business administration, management science or public administration; supervisory principles/techniques; public relations; employee training & development; budgeting. Ability to define problems, collect data, establish facts & draw valid conclusions; develop complex reports & position papers; handle sensitive face-to-face contacts with public & government officials; establish friendly atmosphere as supervisor of work unit.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Completion of undergraduate core program in business administration, management or public administration; 36 mos. trg. or 36 mos. exp. in supervisory, administrative &/or managerial position.
-Or completion of undergraduate core program for academic field of study commensurate with program area to be assigned per approved Position Description on File; 36 mos. trg. or 36 mos. exp. in supervisory, administrative, managerial &/or staff position involving planning, research &/or policy/procedure development.
-Or 5 yrs. trg. or 5 yrs. exp. in business administration, management or public administration.
-Or 1 yr. exp. as Administrative Assistant 3, 63123.
-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:
Not applicable.

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

PERSONNEL DIVISION

AGENCY: Rehab & Corrections 301-439H

DIVISION OR INSTITUTION: Ohio State Penitentiary

UNIT OR OFFICE: Administration

POSITION CONTROL NUMBER: 4045.0

☒ State Agency ☐ County Agency ☒ New Position ☐ Change

COUNTY OF EMPLOYMENT: Mahoning

USUAL WORKING TITLE OF POSITION: Administrative Assistant

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 1100.0 Business Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift.)

FROM: 8:00AM TO: 4:30PM(hrs could flex based on Instit. need

CLASS TITLE: Administrative Assistant II

CLASS NUMBER: 83122

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in order of Importance	Minimum Acceptable Characteristics
45	Acts as liaison between Deputy of Administration and subordinate staff to ensure all ACA and management audit standards are met; communicates directives from superiors and assigns tasks to business office staff; supervises staff assigned to the commissary, storeroom, quartermaster, & laundry including scheduling, coaching, performance review and disciplinary actions as needed; assist those departments when needed and assumes those responsibilities when they are absents. Ensures all Inventories are correct and Audit and IACP Standard are met. Assumes responsibilities of other business office and Cashier's Office staff in their absence or rearranges workloads to ensure completion of tasks; represents the Business Administrator 3 or Deputy Warden at meetings, seminars, etc.; act as institutional FAMS and Fleet coordinator; instructs and assists business office staff in computer and other operations; maintains security and confidentiality of business office information/operations; completes required training and performs security functions as needed. May be given special assignments as directed by the managing officer.	5;6;7;9B;10;11A;11B;12;13B (BUSINESS OFFICE MANUAL, ACA STANDARDS, ADMIN REGS);15;16;17;22;25B;29;30B, G, I, J, K, L, M;31E;35(USE COMPUTER KEYS BOARD, SELF DEFENSE DURING EMERGENCIES)
35	Assists the Business Administrator 3 in all institution business office functions; works with department heads to determine material needs and conducts other appropriate needs assessments related to budget preparation; communicates information from needs assessments to administrator; oversees preparation of commissary budge; assists in preparation of the institution budget; acts as the Business Administrator 3 in their absence.	1; 2; 3; 4; 5; 6;B; 9A; 9B10; 11A; 11B; 12; 13B (BUSINESS OFFICE MANUAL, ADMIN REGS, ETHICS & OTHER OH LAWS PERTAINING TO BUSINESS OFFICE PROCEDURES); 16; 17; 22 (MAINFRAME AND STAND ALONE COMPUTERS WITH VARIOUS FEATHERS & PROGRAMS); 25b; 29; 30b, G, H, I, J, K, L, M: 31E; 32K,LQ, R, S, T, U, X; 33E; 34C,E, F, I; 35E (USE OF COMPUTER).
20	Interviews prospective vendors/contractors and acts as liaison between institution and vendors/contractors companies; ensures appropriate participation of MBE vendors/contractors according to state guidelines; completes or supervises clerical staff in completing appropriate doms/contracts: gathers data and completes or supervises the completion of necessary inventories/reports using original or packaged computer programs; reviews information submitted by other business office staff for accuracy before final submission to administrator; makes recommendations for more efficient collation/reporting of data using original or existing computer programs. Assignments will cross unit or office lines.	

List Position Numbers and Class Titles of positions directly supervised:
Sales Manager 4 4050.0
Storekeeper Supervisor 4000.0

SIGNATURE OF AGENCY REPRESENTATIVE: T.

DATE: 8-28-00

ATTACHMENT D

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	**CLASSIFICATION SERIES**: Storekeeper	**SERIES NO.**: 1474
	MAJOR AGENCIES: Mental Health, Mental Retardation/Developmental Disabilities, Youth Services, Transportation	**EFFECTIVE DATE**: 03/07/2004

SERIES PURPOSE:
The purpose of the storekeeper occupation is to receive & distribute stock & supplies to agency personnel.

At the lower level, incumbents receive & distribute supplies in a one-person storeroom.

At the higher levels, incumbents lead or supervise stores clerks in a variety of storeroom activities.

CLASS TITLE:
Storekeeper 1

CLASS NUMBER:
14741

EFFECTIVE DATE:
03/07/2004

CLASS CONCEPT:
The full performance level class works under general supervision & requires working knowledge of inventory control & agency storeroom or warehouse procedures in order to receive & distribute stock & supplies in a one-person storeroom or in a large central warehouse &/or to operate pharmaceutical repackaging equipment.

CLASS TITLE:
Storekeeper 2

CLASS NUMBER:
14742

EFFECTIVE DATE:
03/07/2004

CLASS CONCEPT:
The full performance level class works under direction & requires considerable knowledge of inventory control & agency storeroom or warehouse procedures in order to lead team of employees in receiving, inspecting, storing & distributing stock & supplies or in operating pharmaceutical repackaging equipment.

CLASS TITLE:
Storekeeper Supervisor

CLASS NUMBER:
14745

EFFECTIVE DATE:
03/07/2004

CLASS CONCEPT:
The supervisory level class works under direction & requires considerable knowledge of inventory control & agency storeroom or warehouse procedures in order to supervise storeroom, warehouse &/or drug repackaging employees & oversee operations.

ATTACHMENT E

CLASS TITLE:	CLASS NUMBER:	BARGAINING UNIT:
Storekeeper 1	14741	09

EFFECTIVE DATE:
03/07/2004

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.)
Receives & distributes stock, supplies &/or equipment in one- person storeroom (i.e., storeroom with no other employees, including supervisory personnel) or in large central warehouse, reviews invoices, purchase order codes &/or packing slips to ensure correctness of items & to ensure accurate quantities delivered, inspects stock for damage & expiration date if applicable, unloads stock, fills orders, delivers stock & stores appropriately.

Inventories & orders supplies &/or equipment; completes inventory & other related records; rotates stock for efficient storage; moves furniture, processes in-coming &/or out-going mail; cleans & organizes storeroom; photocopies material; operates forklift &/or other equipment to move & store stock or equipment; checks other warehouse personnel's orders for correctness, packages drug orders after inspection & places completed orders in proper location for delivery to customers; operates pharmaceutical repackaging equipment to count fill, package, cap &/or label medication bottles &/or packages; maintains repackaging equipment & maintains records of lot numbers & expiration dates.

MAJOR WORKER CHARACTERISTICS:
Knowledge of inventory control; agency storeroom or warehouse procedures*; addition, subtraction, multiplication, division, fractions, percentages; OSHA &/or other applicable safety standards & practices*. Skill in operation of equipment (e.g., pharmaceutical repackaging, forklift)*. Ability to recognize unusual or threatening conditions (e.g., chemical storage) & take appropriate action; sort items into categories according to established methods; complete forms accurately; work alone on most tasks; lift up to 60 lbs. of stock or equipment repeatedly.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions & percentages; 3 mos. trg. or 3 mos. exp. in inventory control. In addition, employees working in a drug central warehouse or storeroom must pass security screen.

-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 be exposed to extreme temperatures while working in cold storage or outdoors.

CLASS TITLE:	CLASS NUMBER:	BARGAINING UNIT:
Storekeeper 2	14742	09

EFFECTIVE DATE:
03/07/2004

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.)
Leads team of stores clerks, mechanical stores clerks, storekeeper 1's &/or inmate workers (i.e., provides work direction & training) in receiving, inspecting, storing & distributing stock, supplies &/or equipment &/or in operating pharmaceutical repackaging equipment & recommends changes in & enforces storeroom or warehouse procedures.

Inventories & orders supplies, medication &/or equipment; receives, inspects, stores & distributes items; completes & maintains shipping, receiving & inventory records; prepares or oversees preparation of requisition orders; assists in preparation of storeroom budget; operates pharmaceutical repackaging equipment to count fill, package, cap &/or lable medication bottles &/or packages; oversees maintenance & maintains repackaging equipment; oversees record maintenance of lot numbers & expiration dates. Labels &/or prices stock items; samples materials for laboratory inspection & approval; transports & provides security over inmates; unloads trucks; operates forklift &/or other equipment to move & store stock or equipment.

MAJOR WORKER CHARACTERISTICS:
Knowledge of employee training & development*; OSHA &/or other safety standards & practices applicable to storeroom or operations; agency storeroom or warehouse procedures*; agency purchasing & requisition warehouse procedures*; inventory control; addition, subtraction, multiplication, division, fractions, percentages. Skill in operation of equipment (e.g., pharmaceutical repackaging, forklift)*. Ability to recognize unusual or threatening conditions (e.g., chemical storage) & take appropriate action; sort items into categories according to established methods; lift up to 60 lbs. of stock or equipment repeatedly.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions & percentages; 6 mos. trg. or 6 mos. exp. in inventory control; 3 mos. trg. or 3 mos. exp. in OSHA &/or other safety standards & practices applicable to storeroom or warehouse operations. In addition, employees working in a drug central warehouse or storeroom must pass security screen.

-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 be exposed to potentially violent residents.

CLASS TITLE:	CLASS NUMBER:	BARGAINING UNIT:
Storekeeper Supervisor	14745	EX

EFFECTIVE DATE:
03/07/2004

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.)
Supervises storeroom, warehouse &/or drug repackaging employees (e.g., stores clerks, lower-level storekeepers, delivery workers) in receiving, inspecting, storing & distributing stock, supplies, pharmaceuticals &/or equipment &/or in operating pharmaceutical repackaging equipment, develops, implements & enforces storeroom or warehouse procedures, assigns & reviews work, schedules deliveries & oversees preparation & maintenance of shipping, receiving & inventory records.

Oversees inventory of & approves orders for supplies, medication &/or equipment; receives, inspects, stores & distributes items; prepares storeroom or warehouse budget & monitors expenditures; oversees marking, laundering, storage &/or distribution of clothing &/or linens; ensures clean, proper & safe storage of materials; evaluates condition of equipment in order to determine whether to reuse or salvage; ensures delivery vehicles are properly maintained & repaired; serves as liaison with vendors & other suppliers to ensure proper receipt & delivery of supplies &/or equipment; monitors warehouse temperature & humidity & refrigerator temperature to ensure proper storage of pharmaceuticals & other materials; verifies changes in orders &/or validates inventory discrepancies.

MAJOR WORKER CHARACTERISTICS:
Knowledge of supervision*; employee training & development; OSHA &/or other safety standards & practices applicable to storeroom or warehouse operations; inventory control; agency purchasing & requisition procedures. Ability to define problems, collect data, establish facts & draw valid conclusions; recognize unusual or threatening conditions (e.g., chemical storage) & take appropriate action; prepare concise & meaningful reports; establish friendly atmosphere as supervisor of work unit.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
9 mos. trg. or 9 mos. exp. in inventory control; 9 mos. trg. or 9 mos. exp. in OSHA &/or other safety standards & practices applicable to storeroom or warehouse operations; 3 mos. trg. or 3 mos. exp. in agency purchasing & requisition procedures; 3 mos. trg. or 3 mos. exp. in employee training & development. If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have commercial driver's license.

-Or 6 mos. exp. as Storekeeper 2, 14742. If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have commercial driver's license.

-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 be exposed to potentially violent residents.

TION
DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

PERSONNEL DIVISION

AGENCY: DEPT OF REHAB AND CORR

DIVISION OF INSTITUTION: OHIO STATE PENITENTIARY

UNIT OR OFFICE: STOREROOM/WAREHOUSE

PAYROLL NO. 501-439N B.U. EXEMPT

_X_ STATE AGENCY ____ COUNTY AGENCY ___ CHANGE UPDATE _X_ NEW POSITION

COUNTY OF EMPLOYMENT: MAHONING

USUAL WORKING TITLE OF POSITION: STOREKEEPER SUPVR

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 1100.0 - BUS ADMIN 3

NORMAL WORKING HOURS FROM: EXPLAIN UNUSUAL OR ROTATING SHIFT TO:

JOB DESCRIPTION AND WORKER CHARACTERISTICS

	JOB DUTIES IN ORDER OF IMPORTANCE	MINIMUM ACCEPTABLE CHARACTERISTICS
65	Coordinates, supervises & directs storekeeping functions in the institution including receiving & distribution of all purchases, supplies & other goods provides supervision for civilian & inmate workers to ensure proper handling & accountability of all items in the storeroom, directs processing of institution supply orders & filling of requisitions.	3, 5, 8, 9a, 10, 13a, 13b, 16, 31d, 34e, 35a
20	Orders & distributes cleaning supplies, paper products, dry goods & receive maintain & distributes canned food & other food stuff for use throughout the institution.	3, 5, 8, 9a, 10, 13a, 13b, 16, 31d, 34e, 35a
10	Enters goods & supply items on inventory log, adds new items to log & deletes sold or salvaged items from log. Writes reports of goods & supplies on hand.	3, 5, 8, 9a, 10, 13a, 13b, 16, 31d, 34e, 35a
5	Contacts local vendors & gets pricing lists for goods & supplies not on contract, determines from reviewing product lists which vendors offer the best products for the least price & orders from these vendors when services are needed.	3, 5, 8, 9a, 10, 13a, 13b, 16, 31d, 34e, 35a

LIST POSITION NUMBERS AND CLASS TITLES OF POSITIONS SUPERVISED. IF MORE THAN EIGHT, LIST TOTALS ONLY.

4002.0 & 4004.0 - STOREKEEPER 2

SIGNATURE OF AGENCY REPRESENTATIVE: Robin Stowers

DATE: 5/28/97

4000.0

STOREKEEPER SUPERVISOR

14745

ADM 4107

ATTACHMENT F