

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Business Service Officer	<u>CLASS NUMBER:</u> 60220	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Human Resources/Benefits & Wellness	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N11	<u>POSITION CONTROL #:</u> 060501
<u>POSITION LOCATION:</u> 373 S. High St., 25 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Sr. Budget Analyst (060433)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Business Service Officer classification is to monitor, coordinate, and control the fiscal expenditures and provide customer service and assistance.

JOB DUTIES:

Responsible for receiving reports from the auditor’s office and calculating minimum premiums costs for county agencies and organizations based on yearly payroll information. Verify budget information for minimum premium payments and processes invoices to outside agencies. Prepare journal entries for the Auditor’s office so that funds can be transferred. Process vouchers for both premium payments. Responsible for preparing confidential workers’ compensation claims and medical information that is presented in hearings. Provide information to be presented to BWC, MOC and TPA or other agencies as required. Assist the risk manager in procedures. Prepare statistical data and reports utilizing the county computer system and MC/TPA and BWC. Review, analyze inquiries submitted by claimants, attorneys, staff, and outside third parties. Notify agencies of workers’ compensation minimum premium amounts.

Oversee the business functions to include claim cost; prepares breakdown of claims by agencies; sends agencies detailed costs for their review and verification. Respond to agencies questions and correspondence. Finalize cost by agency and claim reserves. Communicate with agencies to determine the amount to contribute to claim reserves. Verify sufficient budget for retro costs and claim reserves per agencies or organizations. Submit a resolution request to OMB (e.g., budget adjusts, claims reserves, workers compensation reserve funds). Prepare and maintain confidential records and reports. Submit written correspondence to TPA to obtain the premium rate determine recommended range for contributions to claim reserves. Assist OBM in responding to questions. Aid in implementation of information or special projects that include workers compensation or fiscal issues. Assist the supervisor in meetings or committees. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; agency policies and procedures; state laws. Skill in typing; equipment operation. Ability to deal with problems involving few variables in familiar context; calculate fractions, decimals and percentages; prepare meaningful, concise and accurate reports; gather, collate and classify information about people or other things; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Associate’s degree in accounting, business administration or related field with three (3) years of accounting or related experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date