

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	CLASSIFICATION SERIES: CCC Camp Manager	SERIES NO.: 2218
	MAJOR AGENCIES: Natural Resources only	EFFECTIVE DATE:

SERIES PURPOSE:

The purpose of the civilian conservation corps camp manager series is to plan & implement all activities at a residential or non-residential camp & supervise assigned personnel.

Glossary: Wherever the term listed below appears in this document it is to be interpreted as follows: Life skills, career counseling & guidance: Training, educating & coaching others (1) in the basic skills needed to be productive in the work place & in life (e.g., cleanliness/hygiene, appropriate appearance, willingness to learn & to accommodate what is required), (2) to resolve conflict in an acceptable manner, (3) to get up & go to work, report to work on time & maintain consistent good attendance, (4) to maintain balanced nutrition, health & safety awareness, (5) to develop healthy leisure time activity, (6) to respect oneself, others & property, (7) to live as good stewards of the earth/environment, (8) to work cooperatively as members of a team, (9) to be free of drugs & alcohol, and (10) to set career &/or educational goals & outline realistic steps to achieve them.

CLASS TITLE:

CCC Non-Residential Camp Manager

CLASS NUMBER:

22181

EFFECTIVE DATE:

07/26/1998

CLASS CONCEPT:

The first supervisory level class works under general direction & requires considerable knowledge of operations & procedures for civilian conservation corps & natural resources in order to plan, evaluate & approve training & work projects for corpsmembers, provide staff & corpsmembers with counseling on life skills, career counseling & guidance, oversee activities of non-residential camp & supervise assigned personnel.

CLASS TITLE:

CCC Residential Camp Manager

CLASS NUMBER:

22182

EFFECTIVE DATE:

07/26/1998

CLASS CONCEPT:

The second supervisory level class works under general direction & requires considerable knowledge of operations & procedures for civilian conservation corps, natural resources, group life & recreation management & business administration in order to plan & direct all activities & services at civilian conservation corps residential camp, provide staff & corpsmembers with counseling on life skills, career counseling & guidance & supervise assigned personnel.

CLASS TITLE: CCC Non-Residential Camp Manager	CLASS NUMBER: 22181	BARGAINING UNIT: EX
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EFFECTIVE DATE:

07/26/1998

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.)

Plans & directs training & development for corpsmembers, provides staff & corpsmembers with counseling on life skills, career counseling & guidance, evaluates, approves & monitors implementation of all work projects, determines all project priorities & supervises all staff assigned at non-residential camp.

Prepares & monitors camp budget; authorizes camp purchases; monitors clerical staff responsible for preparing records & payroll for corpsmembers; prepares & submits required reports.

Interviews, hires, trains & advises corpsmembers; reviews disciplinary matters pertaining to corpsmembers, counsels corpsmembers regarding what is acceptable & unacceptable work, recommends corrective action & ensures consistency in follow-up; resolves grievances of corpsmembers; works with staff from colleges, vocational education institutions & career centers to assist corpsmembers & staff in setting career/educational goals; refers corpsmembers to local treatment centers for evaluation & follow-up when substance abuse is suspected; attempts to access local treatment programs if emotional or mental health issues appear to impede/interfere with corpsmembers being able to experience success.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques; counseling on life skills, career counseling & guidance; laws, rules & regulations governing operations & work projects of civilian conservation corps non-residential camp*; budgeting/finance. Ability to define problems; establish facts & draw valid conclusions; plan & evaluate work projects & training suitable to meet needs & abilities of corpsmembers; gather, collate & classify information about data, people or things; establish friendly atmosphere as camp manager.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. exp. as CCC Project Supervisor, 22175. The final applicant accepted for this position will be required to submit to urinalysis prior to appointment to test for illegal drug use. An applicant with a positive test result will not be offered employment, per Sections 3719.01 & 3719.41 of Ohio Revised Code.

-Or 24 mos. exp. in planning & coordinating natural resources or conservation projects to include budget preparation, providing counseling on life skills, career counseling & guidance & supervising personnel. The final applicant accepted for this position will be required to submit to urinalysis prior to appointment to test for illegal drug use. An applicant with a positive test result will not be offered employment, per Sections 3719.01 & 3719.41 of Ohio Revised Code.

-Or 24 mos. exp. in planning & implementing all activities of day or residential facility, to include budget preparation, providing counseling on life skills, career counseling & guidance & supervising residential facility personnel. The final applicant accepted for this position will be required to submit to urinalysis prior to appointment to test for illegal drug use. An applicant with a positive test result will not be offered employment, per Sections 3719.01 & 3719.41 of Ohio Revised Code.

-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.

CLASS TITLE: CCC Residential Camp Manager	CLASS NUMBER: 22182	BARGAINING UNIT: EX
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EFFECTIVE DATE:

07/26/1998

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.)

Plans & directs all activities & operations at civilian conservation corpsmembers residential camp (e.g., camp, building & grounds maintenance; medical & food service, safety & sanitation, laundry, scheduling general automotive maintenance & body work for fleet, carpentry & sign shop, payroll, purchasing, recreation), provides staff & corpsmembers with counseling on life skills, career counseling & guidance, determines work projects & priorities, approves & monitors implementation of work projects & supervises all staff assigned at residential camp.

Prepares & administers camp budget; compares & approves purchases; monitors inventory; prepares reports & records (e.g., completed projects; records on corpsmembers for employment reference).

Reviews disciplinary matters pertaining to corpsmembers, counsels corpsmembers regarding what is acceptable & unacceptable work, recommends corrective action & ensures consistency in follow-up; works with staff from colleges, vocational education institutions & career centers to assist corpsmembers & staff in setting career/educational goals; refers corpsmembers to local treatment centers for evaluation & follow-up when substance abuse is suspected; attempts to access local treatment programs if emotional or mental health issues appear to impede/interfere with corpsmembers being able to experience success; interviews & hires corpsmembers; handles disciplinary hearings for corpsmembers.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques; counseling on life skills, career counseling & guidance; laws, rules & regulations governing operations & work projects of civilian conservation corps residential camp*; group life management; budgeting/finance. Ability to define problems, collect data, establish facts & draw valid conclusions; plan & evaluate work projects & training suitable to meet needs & abilities of corpsmembers; gather, collate & classify information about data people or things; establish friendly atmosphere as camp manager.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 mos. exp. as CCC Non-Residential Camp Manager, 22181. The final applicant accepted for this position will be required to submit to urinalysis prior to appointment to test for illegal drug use. An applicant with a positive test result will not be offered employment, per Sections 3719.01 & 3719.41 of Ohio Revised Code.

-Or 18 mos. exp. as CCC Project Supervisor, 22175. The final applicant accepted for this position will be required to submit to urinalysis prior to appointment to test for illegal drug use. An applicant with a positive test result will not be offered employment, per Sections 3719.01 & 3719.41 of Ohio Revised Code.

-Or 30 mos. exp. in planning & coordinating natural resources or forestry conversation projects to include budget preparation, providing counseling on life skills, career counseling & guidance & supervising personnel. The final applicant accepted for this position will be required to submit to urinalysis prior to appointment to test for illegal drug use. An applicant with a positive test result will not be offered employment, per Sections 3719.01 & 3719.41 of Ohio Revised Code.

-Or 30 mos. exp. in planning & administering all activities & operations of residential facility to include budget preparation, providing counseling on life skills, career counseling & guidance & supervising personnel. The final applicant accepted for this position will be required to submit to urinalysis prior to appointment to test for illegal drug use. An applicant with a positive test result will not be offered employment, per Sections 3719.01 & 3719.41 of Ohio Revised Code.

-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.