POSITION DESCRIPTION

		AGENCY/DEPT ID Department of Administrative Services DAS103000
DIVISION OR INSTITUTION Office of Collective Bargaining	UNIT OR OFFICE Labor Relations & Training	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005408

☐ Reclassification ☒ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION

☐ Permanent ☒ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR N/A Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB CODE TITLE COLLEGE INTERN

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
75	Will assist the Labor Relations & Training Administrator at the Office of Collective Bargaining in: modifying and/or creating the new Supervisor Labor Orientation training; Brief Writing and Contract Interpretation instructor led trainings and other on-going revisions of the existing training programs; providing general parameters for all training courses (e.g., schedule start and end of training sessions; guidance on who to coordinate with from various agencies in order to co-facilitate training sessions). Assist with sending notifications to attendees, facilitators and agency experts; will reserve training rooms and ensure adequate training supplies are available. Assist in identifying potential graduates and notify both current and previous participants of course & graduation schedule; send, compile and analyze participant evaluation to identify areas in need of revision.	**Knowledge of** (1) labor relations*; (2) office management practices; (3) agency policies & procedures*; (4) Collective Bargaining & personnel practices*. **Skill in** (6) operation of personal computer & related software, (e.g., Microsoft Word, MS Outlook). **Ability to** (7) deal with problems involving several variables in familiar & unfamiliar situations; (8) apply principles to solve practical problems; (9) understand labor relations; (12) check pairs of items that are similar or dissimilar; (13) comprehend simple sentences with common vocabulary; (14) gather, collate & classify information; (15) answer routine telephone inquiries from public; (16) handle sensitive inquiries from & contacts with officials & general public.
25	Assist administrator and OCB team members with tracking participation in all OCB training services; operates personal computer to generate reports, e-mail, correspondence and program materials.	**Knowledge of** 1*, 2, 3*, 4*. **Skill in** 6. **Ability to** 7, -15.
	Position is in unclassified service per 4117.10(D) of Ohio Revised Code & is overtime exempt.	*developed after employment

JOB CODE 99940

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	11/22/13