

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services/ DAS101000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Employee Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005414	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Labor Relations Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 PR 14 Page 1 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 a.m. TO: 4:00 p.m.				
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
35	Under direction of Human Resources Administrator, plans, coordinates & monitors all aspects of labor relations activities for Department of Administrative Services: interprets contractual requirements of labor agreements with regard to agency policies; serves as hearing officer for advanced-step grievances; recommends settlement offers for labor grievances & prepares management responses; serves as management chair for labor/management committees; works with union representatives to resolve policy disputes; may represent agency at arbitration hearings & at mediation of grievances; operates motor vehicle for travel to off-site locations to conduct work related activities.		Knowledge of (1) interviewing*; (2) labor relations/collective bargaining; (3) human resources management; (4) public relations; (5) agency policies & procedures*; (6) technical or business writing; (7) civil service laws, rules & procedures*; (8) federal & state laws & rules governing fair employment practices (e.g., ADA, FMLA, EEO). Skill in (9) operation of personal computer & associated hardware/software (e.g., MS Office Suite) & use of Internet. Ability to (10) deal with large number of variables & determine specific course of action; (11) define problems, collect data, establish facts, draw valid conclusions & determine resolutions; (12) handle routine & sensitive inquiries from & contacts with governmental officials, employees, general public & union officials; (13) prepare & maintain accurate reports & records; (14) gather, collate & classify information about data, people or things; (15) obtain & maintain valid driver's license.	
55	Works with Office of Employee Services (OES) staff, division Human Resources Consultants & management concerning bargaining contracts, problems & possible resolutions & to ensure fair & consistent administration of labor agreement & progressive discipline process: researches issues & gathers facts & documents in order to interpret contract provisions; acts as liaison with Office of Collective Bargaining (OCB); writes policy & monitors agency's work rules, policies & procedures for conformance with existing union contracts & applicable federal & state law; coordinates &/or conducts administrative investigations; trains managers on bargaining unit contracts; prepares & reviews		Knowledge of 1*, 2, 3, 4, 5*, 6, 7*, 8 Skill in 9 Ability to 10, 11, 12, 13, 14, 15 *developed after employment	
JOB CODE 63473		JOB CODE TITLE Labor Relations Officer 3		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE DATE		
		 7/1/14		

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	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	10	all suspension/removal requests to ensure consistency & recommends appropriate discipline. Performs other related duties as assigned: prepares variety of management reports on status of grievances, arbitrations & discipline; may serve as hearing officer for small boards & commissions; serves as ADA coordinator; processes all IME requests; attends & presents training.	Knowledge of 1*, 2, 3, 4, 5*, 6, 7*, 8 Skill in 9 Ability to 10, 11, 12, 13, 14, 15	
		Position is in unclassified service per Section 124.11(A) (9) of Ohio Revised Code.	*developed after employment	
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			<i>Marcus J. Jaffe</i>	7/1/14

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