

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
Das103000

DIVISION OR INSTITUTION
HRD/OCB Policy

UNIT OR OFFICE
Policy Administration

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005828

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Policy Analyst

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 14
Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 A.M. TO: 5:00 P.M.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	<p>On behalf of deputy director of DAS Human Resources Division (HRD), researches & compiles data on current state & federal statutes, federal & state case law, human resources best practices & trends, & other sources, both in hard-copy & stored electronically, on various employment-related topics that affect civil services at state, county, & state-supported college & university jurisdictions; drafts new & revised policies & directives & proposed legislative changes (i.e., assignments will not overlap with those assigned to another employee in the same work unit) based upon collected information; confers with affected HRD supervisors & managers & affected external customers to obtain input regarding proposed rules, directives & legislation; briefs/discusses impact of proposed new & revised policies & directives & proposed legislative changes with HRD deputy director to ensure accuracy, completeness, clarity, & user friendliness of content. Drafts & annotates new & revised administrative rules & identifies those to be rescinded as required by DAS five-year plan to comply with Section 119.032 of Revised Code & to satisfy any changes in Ohio revised Code (ORC) & federal regulations that affect HRD's operations & civil service employment; files original proposed, revised, refiles, & adopted rules & arranges for & holds public hearing as required by Chapter 119 of ORC (e.g., schedules date, time & location of public hearing; drafts & publishes legal ad; generates required rule filing forms for & cover letters; generates & distributes implementation notice). Provides information &/or technical assistance to state, county & state supported college & university human resources personnel, employees & public regarding civil service laws & rules, HRD programs & operations & employment law, develops & delivers training presentation & speeches to include any visuals, manuals, & handouts; develops & disseminates informational materials to implementation policies & directives; writes articles for HRD/DAS publications. Monitors proposed legislation to identify & address that which impacts HRD functions & civil service; participates on interagency committees; assists with special projects; prepares & maintains required reports, records & correspondence; operates personal computer to generate, retrieve & store data & send & receive e-mail.</p>	<p>Knowledge of (1) business or public administration, (2) management, (3) law, (4) human resources, (5) agency policies & procedures (e.g., Chapter 123 of Administrative Code; HRD policies & procedures)*, (6) government structure & process (e.g., Chapter 124 of ORC, employment laws)*. Skill in: (7) operation of a personal computer & associated hardware/software (e.g., MS Office, Web browser). Ability to: (8) deal with many variables & determine specific action, (9) use statistical information, (10) develop complex reports & position papers (11) gather, collate & classify information about data, people or things, (12) handle sensitive inquiries from & contacts with officials & general public, (13) prepare meaningful, concise & accurate reports, (14) annotate & promulgate administrative rules, (15) define problems, collect data, establish facts & draw valid conclusions, (16) prepare & deliver speeches before specialized audiences & general public, (17) originate &/or edit articles for publication, (18) check pairs of items that are similar or dissimilar, (19) resolve complaints from angry citizens & government officials..</p> <p>*developed after employment</p>

JOB CODE TITLE
Labor Relations Officer 3

JOB CODE
63473
ADD 8-6-12

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



7/13/12

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS103000

DIVISION OR INSTITUTION
HRD/OCB Policy

UNIT OR OFFICE
Policy Administration

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005828

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 14
Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 A.M. TO: 5:00 P.M.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	<p>Under direction of the Office of Collective Bargaining (OCB) General Counsel, plans, directs & coordinates legal services for OCB involving statewide labor relations activities: makes recommendations to Deputy Director for collective bargaining regarding policy decisions required by new & current state laws, arbitration, court & SERB rulings, impact of new federal & state legislation &/or court decisions; supervises (e.g., plans & schedules assignments) & trains new employees; evaluates performance; reports leave usage to the General Counsel; recommends commendation & discipline; advises labor relations specialist/attorney & legal interns in preparation & presentation of cases before SERB; & provides specialized advice & counsel to Assistant Attorneys General in labor relations matters before the courts; ensures OCB legal staff provides timely & accurate advice to state agency personnel, labor staff & legal counsel. Under the direction of the General Counsel, works closely with Assistant Attorneys General assigned to OCB: advises counsel on OCB position, appropriate approach & strategy under labor law; provides legal research as necessary; negotiates on behalf of OCB as state's employer; reviews all unfair labor practice charges & reviews arbitration issue cases & recommends dispensation; assists advocates with case presentation & assists by sitting first or second chair on most critical cases; serves as primary liaison between OCB, Department of Administrative Services (DAS) Office of Chief Legal Counsel & the Attorney General. Represents State of Ohio as advocate in arbitration & mediation proceedings: develops case theory & presents arbitration cases; prepares & conducts expedited arbitration cases & arbitration of full panel grievances (e.g., researches issues, prepares witnesses, writes questions, opening & closing statements; writes briefs as determined in arbitration process); prepares & enters into settlement agreements; authorized by Deputy Director to settle grievances on behalf of OCB; advises advocates on strategy to assist state agency labor relations advocates in preparation for their arbitration cases; reviews & investigates grievances at various steps of grievance procedures for assigned agencies. Assists or leads agencies in conducting impact bargaining: attends statewide bargaining as member of state's bargaining team; prepares materials & documentation for use in state bargaining. Under direction of the General Counsel, facilitates Arbitration School Program: develops training modules for OCB employees & other agency personnel who serve as advocates in arbitration preparation & presentation; revises training programs as necessary. May perform some or all of the duties included in PN 20006547 and PN 20006556.</p>	<p>Knowledge of (1) management; (2) Ohio Revised Code 4117 & Ohio Administrative Code 123, 124; (3) supervision principles; (4) agency policies & procedures*; (5) government structure & process*; (6) interviewing techniques; (7) Ohio laws & rules regarding labor relations, civil service. Skill in (8) operation of personal computer & associated hardware & software (e.g., Microsoft Office). Ability to (9) interpret variety of technical material in books, journals & manuals; (10) interview job applicants effectively; (11) gather, collate & classify information about data, people or things; (12) resolve complaints from angry citizens & government officials; (13) pass all requirements to attain admittance & maintain affiliation in good standing with Ohio Bar Association</p> <p>*developed after employment</p>

JOB CODE TITLE
Labor Relations Officer 3

APD 8-6-12 U-3

JOB CODE
63473

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



7/13/12