

<h1 style="margin:0;">POSITION DESCRIPTION</h1>	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION
		UNIT OR OFFICE Office of Collective Bargaining

POSITION NUMBER 20006543 (50000.0)	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin
	USUAL WORKING TITLE OF POSITION Deputy Director, Office of Collective Bargaining	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005393 (2.0) Assistant Director 4
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.	

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
70	Directs all activities for Office of Collective Bargaining. Supervises & participates in negotiating state's collective bargaining contracts & directs staff involvement in the negotiating process. Sets contractual guidelines for agencies to use in administering contracts. Formulates state's collective bargaining policy & strategy with approval of Director of Department of Administrative Services. Develops cost parameters for all negotiations & major arbitration awards in conjunction with Office of Budget & Management. Supervises (e.g., approves hires, transfers, suspensions, lay offs, recalls, promotes, discharges, assignments, rewards or disciplines personnel) staff in administration of State of Ohio bargaining contracts & bargaining practices. Resolves problem issues. Oversees budget administration & authorization of expenditures.	Knowledge of (1) budgeting; (2) program management; (3) labor relations; (4) supervision; (5) public & human relations; (6) agency policies & procedures*; (7) government structure & process*; (8) collective bargaining law; (9) arbitration. Skill in (10) operation of a personal computer & associated hardware & software. Ability to (11) formulate & implement policies & procedures (e.g., grievance, disciplinary, contract negotiation, contractual guidelines); (12) prepare meaningful, concise & accurate reports; (13) understand collective bargaining system; (14) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (15) create & maintain congenial work environment; (16) negotiate & interpret collective bargaining contracts; (17) proofread technical materials, recognize errors & make corrections; (18) handle sensitive inquiries from & contacts with officials & general public.

*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised: 20006579 (50001.0) Admin Staff (Assistant Deputy Director)	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 10.14.08
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JOB CODE 61316
 JOB CODE TITLE Deputy Director 6
 APR 10-14-08

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION

UNIT OR OFFICE
Office of Collective Bargaining

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Deputy Director, Office of Collective Bargaining

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005393 (2.0) Assistant Director 4

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20	Establishes appropriate statewide grievance & disciplinary procedures. Develops appropriate arbitration system, practices & procedures. Determines & administers appropriate training programs for state agencies in order to improve labor/management practices. Administers development of collective bargaining & labor/management informational materials.	Knowledge of 1, 2, 3, 4, 5, 6*, 7*, 8, 9 Skill in 10 Ability to 11, 13, 14, 15, 16, 17, 18
10	Represents department at conferences, seminars, & meetings regarding labor/management issues. Produces statistical & narrative reports regarding collective bargaining activities.	Knowledge of 3, 5, 6*, 7*, 8, 9 Skill in 10 Ability to 12, 13, 17, 18

This position is in the unclassified service per section 124.11 of Ohio Revised Code.

This position is overtime exempt and works as an essential employee.

*developed after employment

POSITION NUMBER
20006543 (5000.0)

JOB CODE TITLE
Deputy Director 6

JOB CODE
61316

List Position Numbers and Class Titles of Positions Directly Supervised:
20006579 (50001.0) Admin Staff (Assistant Deputy Director)

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Hugh B. Quill

10/14/08