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 20006545

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
HRD/OCB Policy Analyst	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 2

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

JOB CODE TITLE Administrative Staff

JOB CODE 99580 APD 5-9-12 VB

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Provides assistance to agencies with contract interpretation; answers inquiries via telephone and e-mail. Represents State of Ohio as an advocate in arbitration & mediation proceedings; develops case theory & presents arbitration cases; prepares & conducts expedited arbitration cases & assists in 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 settlements agreements; authorized by Deputy Director to settle grievances on behalf of Office of Collective Bargaining (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 & prepares various information & responses. Represents Department of Administrative Services at the State Employee Relations Board mediations and hearings;; attends hearings & assists assigned Assistant Attorney General in case preparation. Coordinates work of all analysts and legal interns on responses to Unfair Labor Practices. Drafts responses & investigates Unfair Labor Practices; attends State Employee Relations Board meetings. Serves as liaison to elected officials in their labor relations issues; directs legal interns in coordination of research projects. Works with Policy Administrator on coordinating the negotiations of five collective bargaining agreements; researches and directs legal interns in conducting research in preparation for negotiations. Drafts proposals and directs other staff in the preparation and compilation of materials for negotiations. Presents seminars at various conferences. Under direction of Manager of Training, assists in facilitation of Arbitration School Program. Provides training to state agency labor relations officers, managers or employees as assigned; assist in revising training program as necessary. Prepares information for publication on OCB web page. Position may perform some or all of the duties included in PN 20006545 and PN 20006556. Position is in unclassified service per 4117.10(D) of Ohio Revised Code & is overtime exempt.	Knowledge of (1) labor relations involving formal bargaining & negotiations with organized labor or management, labor conflict resolution (e.g., mediation, arbitration, settlement); (2) ORC Chapter 4117 & OAC Chapters 123, 124;* (3) DAS policies & procedures;* (4) government structure & process;* (5) labor relation principles, Ohio Collective Bargaining laws, rules and regulations, arbitration process.* Skill in (6) operation of personal computer & associated software (e.g. Microsoft Office) & hardware. Ability to (7) define problems, collect data, establish facts & draw valid conclusions; (8) originate business letters reflecting standard procedures; (9) understand technical manuals and verbal instructions; (10) handle sensitive inquiries from contacts with officials & general public; (11) pass all requirements to attain admittance & maintain affiliation in good standing with Ohio Bar Association. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
SEE TABLE OF ORGANIZATION		5/2/12

ADM 4107 R 10-08 An Equal Opportunity Employer

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS103000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
HRD/OCB Policy	Policy Administration	Franklin

POSITION NUMBER 20006545

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: HRD/OCB 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 N/A
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	On behalf of deputy director of DAS Human Resources Division (HRD), researches & compiles data on current state & federal statues, 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.	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. *developed after employment

JOB CODE TITLE: Administrative Staff

JOB CODE: 99580

APD 5-9-12

List Position Numbers & Job Titles of Positions Directly Supervised:
SEE TABLE OF ORGANIZATION

SIGNATURE OF AGENCY REPRESENTATIVE: BPD

DATE: 5/2/12