

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION

UNIT OR OFFICE
Office of Collective Bargaining

POSITION NUMBER
20006545 (50210-0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
OCB Labor Counsel 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006561(50211.0) OCB General Counsel

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

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
45	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.	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.
25	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.	Knowledge of 2, 3, 4*, 5*, 7 Skill in 8 Ability to 9, 11, 12, 13

*developed after employment

JOB CODE TITLE
Administrative Staff

ARD 10-14-08

JOB CODE
99580

List Position Numbers and Class Titles of Positions Directly Supervised:

- 20006563 Admin Staff (Legal Intern)
- 20006564 Admin Staff (Legal Intern)
- 20005397 Admin Staff (Legal Intern)
- 20005408 Admin Staff (Legal Intern)

SIGNATURE OF AGENCY REPRESENTATIVE



Michael P. Duco, Deputy Director

DATE

9/25/08

POSITION DESCRIPTION

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AGENCY
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DIVISION OR INSTITUTION

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10	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.	Knowledge of 2, 3, 4*, 5*, 6, 7 Skill in 8 Ability to 9, 11, 13
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15	Assists or leads agencies in conducting impact bargaining; attends state-wide bargaining as member of state's bargaining team; prepares materials & documentation for use in state bargaining.	Knowledge of 2, 3, 4*, 5*, 6, 7 Skill in 8 Ability to 9, 11, 13
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5	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.	Knowledge of 2, 3, 4*, 5*, 6, 7 Skill in 8 Ability to 9, 11, 13
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This position is in unclassified service per Section 4117.10(D) of Ohio Revised Code and is overtime exempt.

*developed after employment

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DATE



9/29/08

Michael P. Duco, Deputy Director

APR 10-14-08