

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION

UNIT OR OFFICE
Office of Collective Bargaining

POSITION NUMBER
20006546

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Labor Relations Specialist 4 – Special Projects

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006567 (50301.0) Mgr, Training & Central Services

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
50	<p>Performs special assignments (e.g., liaison between OAKS & OCB on inquires and decisions affecting terms & conditions of employment for bargaining unit employees, Joint Health Care & Quality and Performance Measures). Represents OCB on committees & meetings outside of the division as the designee of the Deputy Director. Conducts training on agency labor relations issues; attends & facilitates training from OCB & attends conferences & meetings. Attends agency labor relations & labor management meetings as requested. Assists in & creates training modules for seminars, conferences & meetings. Trains & assists lower ranking LRS as assigned.</p>	<p>Knowledge of (1) management & administration; (2) labor relations involving formal bargaining & negotiations with organized labor or management; (3) labor conflict resolution (e.g., mediation, arbitration, settlement); (4) Ohio Collective Bargaining laws, rules & regulations (e.g., ORC Chapter 4117 & OAC Chapters 123 & 124); (5) employee training & development; (6) DAS/OCB policies & procedures*; (7) government structure & process*.</p> <p>Skill in (8) operation of personal computer & associated hardware/software (e.g., Microsoft Office)*.</p> <p>Ability to (9) define problems, collect data, establish facts & draw valid conclusions; (10) prepare & deliver speeches before specialized audiences (e.g., HR conferences & general public); (11) handle sensitive inquiries from & contacts with officials & general public; (12) resolve complaints from citizens & government officials; (13) maintain cooperative relationships with customer agencies (14) must possess a valid Ohio driver's license.</p> <p>*developed after employment</p>

JOB CODE TITLE
Administrative Staff

APD 10-14-08

JOB CODE
99580

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



9/29/08

Michael P. Duco, Deputy Director

<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 20006546	<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 Labor Relations Specialist 4 – Special Projects	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006567(50301) Mgr, Training & Central Services	
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
30	Serves as mentor and coach for Labor Relations Specialists (LRS) 1, 2 & 3. Serves as team lead for some aspects of state labor relations programs. Provides advice as to contract interpretation & process under all state labor agreements. Researches contract questions (e.g., uses state contracts, civil service & Ohio employment laws, arbitration decisions, reference materials) to document state resolution. Writes documentation & reviews all levels of cases from assigned agencies & prepares cases for presentation to compliance review committee; attends or conducts layoff committee meetings & presents agency cases (i.e., may require overnight travel & use of state vehicle); communicates Office of Collective Bargaining (OCB) decisions to agency.	Knowledge of 1, 2, 3, 4, 5, 6*, 7*, Skill in 8*, Ability to 9, 10, 11, 12, 13, 14
20	Assist or lead agencies in conducting impact bargaining. Attends statewide bargaining as member of state's bargaining team. Prepares materials & documentation for use in state bargaining.	Knowledge of 1, 2, 3, 4, 5, 6*, 7*, Skill in 8*, Ability to 9, 10, 11, 12, 13, 14
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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