

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services  
Das103000

DIVISION OR INSTITUTION  
State HR Policy

UNIT OR OFFICE  
Policy Administration

COUNTY OF EMPLOYMENT  
Franklin

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     Classified    Overtime:  Eligible     Exempt    Bargaining Unit 22  
 Temporary     Unclassified  
 Intermittent     Essential    If FLSA Exempt, exemption type:    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 &amp; compiles data on current state &amp; federal statutes, federal &amp; state case law, human resources best practices &amp; trends, &amp; other sources, both in hard-copy &amp; stored electronically, on various employment-related topics that affect civil service at state, county, &amp; state-supported college &amp; university jurisdictions; drafts new &amp; revised policies &amp; directives &amp; 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 &amp; managers &amp; affected external customers to obtain input regarding proposed rules, directives &amp; legislation; briefs/discusses impact of proposed new &amp; revised policies &amp; directives &amp; proposed legislative changes with HRD deputy director to ensure accuracy, completeness, clarity, &amp; user friendliness of content. Drafts &amp; annotates new &amp; revised administrative rules &amp; identifies those to be rescinded as required by DAS five-year plan to comply with Section 119.032 of Revised Code &amp; to satisfy any changes in Ohio revised Code (ORC) &amp; federal regulations that affect HRD's operations &amp; civil service employment; files original proposed, revised, refiles, &amp; adopted rules &amp; arranges for &amp; holds public hearing as required by Chapter 119 of ORC (e.g., schedules date, time &amp; location of public hearing; drafts &amp; publishes legal ad; generates required rule filing forms for &amp; cover letters; generates &amp; distributes implementation notice). Provides information &amp;/or technical assistance to state, county &amp; state supported college &amp; university human resources personnel, employees &amp; public regarding civil service laws &amp; rules, HRD programs &amp; operations &amp; employment law, develops &amp; delivers training presentation &amp; speeches to include any visuals, manuals, &amp; handouts; develops &amp; disseminates informational materials to implementation policies &amp; directives; writes articles for HRD/DAS publications. Monitors proposed legislation to identify &amp; address that which impacts HRD functions &amp; civil service; participates on interagency committees; assists with special projects; prepares &amp; maintains required reports, records &amp; correspondence; operates personal computer to generate, retrieve &amp; store data &amp; send &amp; receive e-mail.</p>	<p>Knowledge of (1) business or public administration, (2) management, (3) law, (4) human resources, (5) agency policies &amp; procedures (e.g., Chapter 123 of Administrative Code; HRD policies &amp; procedures)*, (6) government structure &amp; process (e.g., Chapter 124 of ORC, employment laws)*. Skill in: (7) operation of a personal computer &amp; associated hardware/software (e.g., MS Office, Web browser). Ability to: (8) deal with many variables &amp; determine specific action, (9) use statistical information, (10) develop complex reports &amp; position papers (11) gather, collate &amp; classify information about data, people or things, (12) handle sensitive inquiries from &amp; contacts with officials &amp; general public, (13) prepare meaningful, concise &amp; accurate reports, (14) annotate &amp; promulgate administrative rules, (15) define problems, collect data, establish facts &amp; draw valid conclusions, (16) prepare &amp; deliver speeches before specialized audiences &amp; general public, (17) originate &amp;/or edit articles for publication, (18) check pairs of items that are similar or dissimilar, (19) resolve complaints from angry citizens &amp; government officials..</p> <p>*developed after employment</p>

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

11/12/15

POSITION NUMBER  
20006546

JOB CODE TITLE  
63473 Agpd 11.12.15 ORC Labor Relations Officer 3

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services  
DAS103000

DIVISION OR INSTITUTION  
State HR Policy

UNIT OR OFFICE  
Policy Administration

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20006546

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     Classified    Overtime:  Eligible     Exempt    Bargaining Unit 22  
 Temporary     Unclassified  
 Intermittent     Essential    If FLSA Exempt, exemption type:    PR 14  
Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
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### 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) Policy Administrator, plans, directs &amp; coordinates policy services for OCB involving statewide labor relations activities: makes recommendations to Deputy Director for collective bargaining regarding policy decisions required by new &amp; current state laws, arbitration, court &amp; SERB rulings, impact of new federal &amp; state legislation &amp;/or court decisions; ; &amp; provides specialized advice &amp; assistance to Assistant Attorneys General in labor relations matters before the courts; provides legal research as necessary; negotiates on behalf of OCB as state's employer; reviews unfair labor practice charges &amp; reviews arbitration issue cases &amp; recommends dispensation; assists advocates with case presentation &amp; assists by sitting first or second chair on critical cases; serves as liaison between OCB, Department of Administrative Services (DAS) Office of Chief Legal Counsel &amp; the Attorney General. Represents State of Ohio as advocate in arbitration &amp; mediation proceedings: develops case theory &amp; presents arbitration cases; prepares &amp; conducts expedited arbitration cases &amp; arbitration of full panel grievances (e.g., researches issues, prepares witnesses, writes questions, opening &amp; closing statements; writes briefs as determined in arbitration process); prepares &amp; 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 &amp; investigates grievances at various steps of grievance procedures for assigned agencies. Assists or leads agencies in conducting impact bargaining; may attend statewide bargaining as member of state's bargaining team; prepares materials &amp; documentation for use in state bargaining. Facilitates and assists with development of training modules for OCB employees &amp; other agency personnel on labor relations topics. 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 &amp; Ohio Administrative Code 123, 124; (3) supervision principles; (4) agency policies &amp; procedures*; (5) government structure &amp; process*; (6) interviewing techniques; (7) Ohio laws &amp; rules regarding labor relations, civil service. Skill in (8) operation of personal computer &amp; associated hardware &amp; software (e.g., Microsoft Office). Ability to (9) interpret variety of technical material in books, journals &amp; manuals; (10) interview job applicants effectively; (11) gather, collate &amp; classify information about data, people or things; (12) resolve complaints from angry citizens &amp; government officials; (13) pass all requirements to attain admittance &amp; maintain affiliation in good standing with Ohio Bar Association</p> <p>*developed after employment</p>

JOB CODE TITLE  
Labor Relations Officer 3

JOB CODE  
63473 *Cond* 11.12.15 *OE*

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*[Signature]*

11/12/15