

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS103000
DIVISION OR INSTITUTION Office of Collective Bargaining	UNIT OR OFFICE Analysis & Operations	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006546 JOB CODE TITLE Program Administrator 3 APD 8-6-12 us JOB CODE 63124	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Labor Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 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	Formulates & responsible for directing the implementation of the Union Education Trust Policy. 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). 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. Performs statistical analysis, furnish information t unions and management. Act as liaison and gather information from other states &/or interstate organizations.	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*. Skill in (8) operation of personal computer & associated hardware/software (e.g., Microsoft Office)*. 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.		
	Position is in unclassified service per 4117.10(D) of Ohio Revised Code & is overtime exempt.	*developed after employment		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/13/12	

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AGENCY/DEPT ID
Department of Administrative Services
DAS103000

DIVISION OR INSTITUTION
Office of Collective Bargaining

UNIT OR OFFICE
Analysis & Operations

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006546

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
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit 22
PR 14
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
30	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.
15	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.
5	Assist with maintaining contact with & acting as liaison with statistical sources, state, local & federal government offices; assist in training & advising managers concerning statistical reports; responds to inquiries & requests for information. Participates on committees; prepares & delivers presentations. Represents office at conferences, seminars & meetings regarding labor/management issues & other related duties as assigned. Position is in unclassified service per 4117.10(D) of Ohio Revised Code & is overtime exempt.	*developed after employment

JOB CODE TITLE
Program Administrator 3

APP 8-6-12 43

JOB CODE
63124

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



7/12/12