POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS103000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Labor Relations and Human Resources Policy	Policy Administration	Franklin

POSITION NUMBER 20006547

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
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 14 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 Labor Relations Officer 3

JOB CODE 63473

Approved 9/14/16 AE

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Under the direction of the Office of Collective Bargaining Policy Administrator, 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 service 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 Drafts & annotates new & revised administrative rules & identifies those to be rescinded as required by DAS five-year plan to comply with Section 119.032 of Revised Code & to satisfy any changes in Ohio revised Code (ORC) & federal regulations that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

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	9/14/16

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USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Policy Analyst	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
50	Under direction of the Office of Collective Bargaining (OCB) Policy Administrator, plans, directs & coordinates policy 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; ; & provides specialized advice & 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 & reviews arbitration issue cases & recommends dispensation; assists advocates with case presentation & 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 & the Attorney General. 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. Assists or leads agencies in conducting impact bargaining: may attend statewide bargaining as member of state's bargaining team; prepares materials & documentation for use in state bargaining. Facilitates and assists with development of training modules for OCB employees & other agency personnel on labor relations topics.	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 *developed after employment

JOB CODE TITLE Labor Relations Officer 3

JOB CODE 63473

Approved 9.14.16 AG

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	[signature]	9/14/16