POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS103000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Collective Bargaining	Labor Relations & Training	Franklin

POSITION NUMBER 20006550

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Labor Relations Specialist	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

APD 8-6-12 cs

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Serves as primary contact with assigned agency Labor Relations Officers (e.g. receives questions, concerns & problems & provides advice as to contract interpretation & process under all state labor agreements; travels to state institutions, agencies & facilities using state vehicle.) Researches contract questions (e.g. uses state contracts, civil service & Ohio employment laws, arbitration decisions, reference materials, etc.) to document state response/position; provides information & research to LRS lead or higher level LRS for review & resolution. Writes documentation & reviews termination cases; prepares cases for presentation to compliance review committee; attends layoff committee meetings & presents agency cases; communicates OCB decisions to agency.	Knowledge of (1) management; (2) labor relations involving formal bargaining & negotiations with organized labor or management, labor conflict resolution e.g., mediation, arbitration, settlement, ORC Chapter 4117 & OAC Chapters 123, 124; (3) employee training & development; (4) DAS/OCB policies & procedures*; (5) government structure & process*; (6) labor relation principles, Ohio Collective Bargaining laws, rules & regulations, arbitration process. Skill in (7) operation of personal computer & associated hardware/software (e.g., Microsoft Office)*. Ability to (8) define problems, collect data, establish facts & draw valid conclusions; (9) originate business letters reflecting standard procedures; (10) understand technical manuals & verbal instructions; (11) prepare & deliver speeches before specialized audiences, e.g. HR conferences & general public; (12) handle sensitive inquiries from contacts with officials & general public; (13) obtain & maintain a valid Ohio driver's license.
20	Reviews grievances at various steps for assigned agencies & prepares various information & response (e.g. Step 3 grievance review) to determine whether agency position is consistent/correct; conducts Step 4 grievance hearings & investigates & collects documentation for review & preparation of arbitrations; completes arbitration case summaries, determines BNA Coding & describes case for grievance review committee.	Knowledge of 1, 2, 4*, 5*, 6 Skill in 7* Ability to 8, 9, 10, 11, 12, 13 *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	7/13/12

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS103000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
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POSITION NUMBER 20006550

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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 CODE TITLE
Labor Relations Officer 3

JOB CODE 63473

APD 8-6-12 VS

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Prepares & conducts expedited arbitration cases, conducts discipline grievance arbitrations & assists in arbitration of full panel issue cases. Researches issues, prepares witnesses, writes questions & opening & closing statements, assists in writing briefs as determined by the LRS Lead &/or Manager of Conflict Resolution & Legal Services; determines BNA Coding & describes cases for review committee.	Knowledge of 1, 2, 4*, 5*, 6 Skill in 7* Ability to 8, 9, 10, 11, 12, 13
20	Performs specialty assignments (e.g. manages working out of class (WOOC) case load & conducts WOOC hearings.) Conducts training on agency labor relations issues; attends & facilitates training from OCB & attends conferences, meetings. Attends agency labor relations & labor management meetings as requested. Trains & assists lower ranking labor relations specialists as assigned.	Knowledge of 1, 2, 4*, 5*, 6 Skill in 7* Ability to 8, 9, 10, 11, 12, 13
15	Establishes relationships with agency LROs, union staff reps, arbitrators & other related staff. Attends mandatory training (e.g. FMLA, ADA, FLSA, Labor Management Arbitrations, etc.).	Knowledge of 1, 2, 4*, 5*, 6 Skill in 7* Ability to 8, 9, 10, 11, 12, 13
		*developed after employment
	Position is in unclassified service per 4117.10(D) of Ohio Revised Code & is overtime exempt.	

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	7/13/12