

<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p>	AGENCY Department of Administrative Services
	DIVISION OR INSTITUTION
	UNIT OR OFFICE Office of Collective Bargaining

POSITION NUMBER <b>20006553 (50122.0)</b>	<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 Asst. Mgr. of Labor Relations	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006558(50200.0) Adm. Staff (Mgr. LR & Dispute Resolution)
	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
40	Supervises Operations team (e.g. directly supervises 3-5 labor relations specialists & coordinates activities & input from the OCB Conflict Resolution & Legal Services staff) to provide advice & counsel to state agencies in the administration of the various state labor agreements; may include travel to state institutions & agencies & facilities using state vehicle; advises & counsels staff, assists in interviewing prospective applicants, schedules, assigns, trains & provides orientation to employees; authorizes leave; evaluates performance; approves travel arrangements; delegates & follows-up on assignments & compiles activity reports.	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) supervision principles; (7) DAS/OCB policies & procedures*; (8) government structure & process*. Skill in (9) operation of personal computer & associated hardware/software (e.g., Microsoft Office)*. Ability to (10) define problems, collect data, establish facts & draw valid conclusions; (11) prepare & deliver speeches before specialized audiences (e.g. HR conferences & general public); (12) handle sensitive inquiries from & contacts with officials & general public; (13) establish friendly atmosphere as division or large section chief; (14) resolve complaints from citizens & government officials; (15) maintain cooperative relationships with customer agencies (16) must possess a valid Ohio driver's license.  * developed after employment

POSITION NUMBER  
20006553 (50122.0)

JOB CODE TITLE  
ADMIN STAFF

JOB CODE  
99580

List Position Numbers and Class Titles of Positions Directly Supervised:  
 20006544 Admin Staff (LRS 4) 20006545 Admin Staff (LRS)  
 20006557 Admin Staff (LRS 2) 20006556 Admin Staff (LRS 2)  
 20006550 Admin Staff (LRS 3) 20006548 Admin Staff (LRS 3)  
 20006554 Admin Staff (LRS 3) 20006560 Admin Staff (Scheduler)  
 20006551 Admin Staff (LRS 2)

SIGNATURE OF AGENCY REPRESENTATIVE Steven J. Loeffler, Deputy Director	DATE 12/20/07
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APD 1-18-08

<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p>	AGENCY Department of Administrative Services
	DIVISION OR INSTITUTION
	UNIT OR OFFICE Office of Collective Bargaining

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	USUAL WORKING TITLE OF POSITION Asst. Mgr. of Labor Relations	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006558(50200.0) Adm. Staff (Mgr. LR & Dispute Resolution)
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.	
	Page 2 of 2	

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
30	Mentors labor relations & training staff in determining appropriate advice to provide to agencies' labor relations staff concerning problems, contract interpretation; participates in discussions & meetings regarding contract provisions as they apply to agency concerns. Serves as OCB representative/advocate in arbitrations, expedited arbitrations, non-tradition arbitrations & mediations. Prepares & argues cases in mediation & arbitration; sits second chair & advises agency advocates on methods of presenting cases. Researches cases for arbitration & mediation.	Knowledge of 1, 2, 3, 4, 5, 7*, 8* Skill in 9* Ability to 10, 11, 12, 13, 14, 15, 16
30	Participates in collective bargaining as team member or spokesperson. Provides training for agency labor relations officers. Involved in various stages of the grievance procedure. Meets with union & state agency representatives to resolve issues and settle grievances.	Knowledge of 1, 2, 3, 4, 5, 7*, 8* Skill in 9* Ability to 10, 11, 12, 13, 14, 15, 16
<p style="margin: 0;">This position is in the unclassified service per 4117.10(D) of Ohio Revised Code &amp; is overtime exempt.</p> <p style="text-align: right; margin: 0;">* developed after employment</p>		

List Position Numbers and Class Titles of Positions Directly Supervised: 20006544 Admin Staff (LRS 4) 20006545 Admin Staff (LRS) 20006557 Admin Staff (LRS 2) 20006556 Admin Staff (LRS 2) 20006550 Admin Staff (LRS 3) 20006548 Admin Staff (LRS 3) 20006554 Admin Staff (LRS 3) 20006560 Admin Staff (Scheduler) 20006551 Admin Staff (LRS 2)	SIGNATURE OF AGENCY REPRESENTATIVE Steven J. Loeffler, Deputy Director	DATE 12/28/07
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APD 1-18-08  
 JOB CODE  
 99580

JOB CODE TITLE  
 ADMIN STAFF