100-500U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION

UNIT OR OFFICE
Office of Collective Bargaining

POSITION CONTROL NUMBER 20006555 (50150.0)

CLASS TITLE Administrative Staff

CLASS NUMBER 99580

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Labor Relations Specialist 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006553(50122.0) Adm. Staff (Asst. Mgr. Labor Relations)

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
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 and Class Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	1/28/08

APD 2-19-08 (PW)

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8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
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
	Position is in unclassified service per 4117.10(D) of Ohio Revised Code & is overtime exempt.	*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 1/28/08

HPD 2-19-08