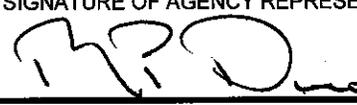


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS103000
DIVISION OR INSTITUTION Office of Collective Bargaining	UNIT OR OFFICE	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006555 JOB CODE TITLE Administrative Staff JOB CODE 99580	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Labor Relations Specialist 2		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006558 Administrative Staff (Labor Relations/Dispute Res. Mgr.)	
	<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 - N/A 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		
55	Serves as primary contact on behalf of the Office of Collective Bargaining (OCB) with assigned agency Labor Relations Officers (e.g., receives questions, concerns & issue; provides advice as to contract interpretation & process under all state labor agreements; travels to state institutions, agencies & facilities). Researches contract questions (e.g., utilizes state contracts, civil service & Ohio employment laws, arbitration decisions, reference materials, etc.) to document state response/position; provides information & research to labor relation specialist (LRS) lead for review & resolution. Writes documentation & reviews termination cases; prepares cases for presentation to compliance review committee; attends layoff committee meetings & presents agency cases; communicate 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 driver's license.		
25	Reviews grievances at various steps for assigned agencies & prepares various reports & responses (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	
			8/3/11	

