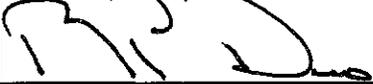


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS103000
DIVISION OR INSTITUTION Office of Collective Bargaining	UNIT OR OFFICE Labor Relations & Training	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006555	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Labor Relations Specialist	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<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:
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.

JOB CODE 63473 JOB CODE TITLE Labor Relations Officer 3 APD 8-6-12 US	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/13/12

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS103000

DIVISION OR INSTITUTION
Office of Collective Bargaining

UNIT OR OFFICE
Labor Relations & Training

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006555

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: 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
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15	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
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5	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
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*Developed after employment.

JOB CODE TITLE
Labor Relations Officer 3

APP 8-6-12

JOB CODE
63473

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



7/13/12