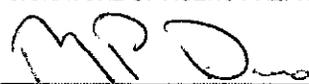


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS103000
DIVISION OR INSTITUTION Office of Collective Bargaining	UNIT OR OFFICE State HR Policy	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006556	<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 HRD/OCB Policy Analyst		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: ADMIN	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 DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
50	<p>Provides assistance to agencies with contract interpretation; answers inquiries via telephone and e-mail. Represents State of Ohio as an advocate in arbitration & mediation proceedings; develops case theory & presents arbitration cases; prepares & conducts expedited arbitration cases & assists in arbitration of full panel grievances (e.g., researches issues, prepares witnesses, writes questions, opening & closing statements; writes briefs as determined in arbitration process); prepares & enters into settlements agreements; authorized by Deputy Director to settle grievances on behalf of Office of Collective Bargaining (OCB); advises advocates on strategy to assist state agency labor relations advocates in preparation for their arbitration cases. Reviews & investigates grievances at various steps of grievance procedures for assigned agencies & prepares various information & responses. Represents Department of Administrative Services at the State Employee Relations Board mediations and hearings;; attends hearings & assists assigned Assistant Attorney General in case preparation. Drafts responses & investigates Unfair Labor Practices; attends State Employee Relations Board meetings. Serves as liaison to elected officials in their labor relations issues; directs legal interns in coordination of research projects. Works with Policy Administrator on coordinating the negotiations of five collective bargaining agreements; researches and directs legal interns in conducting research in preparation for negotiations. Drafts proposals and directs other staff in the preparation and compilation of materials for negotiations. Presents seminars at various conferences. Under direction of Manager of Training, assists in facilitation of Arbitration School Program. Provides training to state agency labor relations officers, managers or employees as assigned; assist in revising training program as necessary. Prepares information for publication on OCB web page. Position may perform some or all of the duties included in PN 20006545 and PN 20006556.</p> <p>Position is in unclassified service per 4117.10(D) of Ohio Revised Code & is overtime exempt.</p>	<p>Knowledge of (1) labor relations involving formal bargaining & negotiations with organized labor or management, labor conflict resolution (e.g., mediation, arbitration, settlement); (2) ORC Chapter 4117 & OAC Chapters 123, 124;* (3) DAS policies & procedures;* (4) government structure & process;* (5) labor relation principles, Ohio Collective Bargaining laws, rules and regulations, arbitration process.*</p> <p>Skill in (6) operation of personal computer & associated software (e.g. Microsoft Office) & hardware.</p> <p>Ability to (7) define problems, collect data, establish facts & draw valid conclusions; (8) originate business letters reflecting standard procedures; (9) understand technical manuals and verbal instructions; (10) handle sensitive inquiries from contacts with officials & general public; (11) pass all requirements to attain admittance & maintain affiliation in good standing with Ohio Bar Association.</p> <p>*developed after employment</p>		
JOB CODE 63473	JOB CODE TITLE Labor Relations Officer 3	List Position Numbers & Job Titles of Positions Directly Supervised:		
		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 11/10/14	

