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 NUMBER 20006558 (50200.0)

JOB CODE TITLE Administrative Staff

JOB CODE 99580

APD 10/14/08 KB

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Manager– Labor Relations & Dispute Resolution

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006579 (50001.0) Assistant Deputy Director

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
35	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; (2) labor relations involving formal bargaining & negotiations with organized labor or management, labor conflict resolution (e.g., mediation, arbitration, settlement, Ohio Revised Code Chapter 4117 & Ohio Administrative Code Chapters 123, 124)*; (3) employee training & development; (4) supervision principles; (5) agency policies & procedures*; (6) government structure & process*; (7) labor relations principles, OCB rules & regulations, arbitration process. Skill in (8) in operation of a personal computer & associated hardware & software (e.g., Microsoft Office)*. Ability to (9) define problems, collect data, establish facts & draw valid conclusions; (10) prepare & deliver speeches before specialized audiences (e.g., Human Relations conferences, & general public); (11) handle sensitive inquiries from contacts with officials & general public; (12) establish friendly atmosphere as division or large section chief; (13) resolve complaints from citizens & government officials; (14) pass all requirements to attain admittance & maintain affiliation in good standing with Ohio Bar Association. *developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:
20006553 Admin Staff (Asst Manager, LR and Dispute Resolution)
20006544 Admin Staff (LRS 4) 20006551 Admin Staff (LRS 2)
20006550 Admin Staff (LRS 3) 20006555 Admin Staff (LRS 2)
20006548 Admin Staff (LRS 3) 20006560 Admin Staff (Scheduler)
20006554 Admin Staff (LRS 3) 20006557 Admin Staff (LRS 2)
20006556 Admin Staff (LRS 2)

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 9/29/08

Michael P. Duco, Deputy Director

100-500U

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POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006579 (50001.0) Assistant Deputy Director

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	Trains staff & ensures all advocates are prepared & kept up-to-date as to recent decisions & arguments used by unions in issue cases: conducts arbitration school at least twice each year; prepares instruction memorandum to OCB & agency staff defining contract interpretation issues.	Knowledge of 1, 2*, 3, 5*, 6*, 7* Skill in 8* Ability to 9, 10, 11, 13
15	Develops training for OCB employees & other agency personnel who will serve as advocates in arbitration preparation & presentation: provides training to state agency labor relations officers, managers or employees as assigned. Revise training programs as necessary.	Knowledge of 2*, 3, 5*, 6*, 7* Skill in 8* Ability to 10
15	Assists in selection of arbitrators for state's arbitration panels: prepares contracts for arbitrators & assures their completion; works with unions to ensure arbitrators comply with their contractual obligations; in cooperation with unions, trains arbitrators in methods & processes employed by state & its unions associated with grievance resolution; ensures arbitrator bills are paid & agencies are correctly billed for costs & services; regularly prepares & presents arbitrations; assists OCB & agency staff in preparation & review of cases scheduled for arbitration.	Knowledge of 1, 2*, 3, 5*, 6*, 7* Skill in 8* Ability to 9, 10, 11, 13
10	Serves as negotiator in contract discussions: impact bargains various issues in cooperation with & on behalf of various agencies & represents OCB in various meetings.	Knowledge of 1, 2*, 3, 5*, 6*, 7* Skill in 8* Ability to 9, 10, 11, 13
	This position is in unclassified service per Section 4117.10(D) of Ohio Revised Code and is overtime exempt.	*developed after employment

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SIGNATURE OF AGENCY REPRESENTATIVE

Michael P. Duco, Deputy Director

DATE 9/29/08