

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/103000
DIVISION OR INSTITUTION Office of Collective Bargaining	UNIT OR OFFICE Labor Relations & Dispute Resolution	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006559	<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 (Chief Labor/Dispute Officer)	
	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit <u>22</u> 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
30	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 agencies.	Knowledge of (1) 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); (2) employee training & development; (3) DAS/OCB policies & procedures*; (4) government structure & processes*; (5) labor relation principles, Ohio Collective Bargaining laws, rules & regulations, arbitration processes. Skill in (6) operation of personal computer & associated hardware/software (e.g., Microsoft Office). Ability to (7) define problems, collect data, establish facts & draw valid conclusions; (8) originate business letters reflecting standard procedures; (9) understand technical manuals & verbal instructions; (10) prepare & deliver speeches before specialized audiences (e.g., HR conference & general public); (11) handle sensitive inquiries from contacts with officials & general public; (12) obtain & maintain a valid Ohio driver's license.
20	Reviews grievances at various steps for assigned agencies & prepares various information & 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 or arbitrations; completes arbitration case summaries, determines BNA Coding & describes case for grievance review committee.	Knowledge of 1, 3*, 4*, 5. Skill in 6. Ability to 7, 11, 12. *Developed after employment.

JOB TITLE
Administrative Staff

 JOB CODE
99580
 ARD - 8-4-11 VAD

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



7/27/11

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/103000
DIVISION OR INSTITUTION Office of Collective Bargaining	UNIT OR OFFICE Labor Relations & Dispute Resolution	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006559 JOB TITLE Administrative Staff JOB CODE 99580 ADD 8-4-11 JED	<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 (Chief Labor/Dispute Officer)	
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	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	
	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; assist in writing briefs as determined by LRS Lead &or Manager of Labor & Dispute Resolution Officer.	Knowledge of 1, 3*, 4*, 5. Skill in 6. Ability to 7, 9, 10, 11, 12.	
	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, 3*, 4*, 5. Skill in 6. Ability to 7, 8, 9, 10, 11, 12.	
	10	Establishes relationships with agency LROs, union staff representatives, arbitrators & other related staff; attends mandatory training (e.g., FMLA, ADA, FLSA, Labor Management Arbitrations, etc.).	Knowledge of 1, 3*, 4*, 5. Skill in 6. Ability to 9, 10, 11, 12.	
			*Developed after employment.	
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/27/11	