

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
20006560

Reclassification New Position Update Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Support Staff - Scheduler

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

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22
PR 10
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	Responsible for independently scheduling and planning all Mediation/NTA/ Arbitration dates and locations for five Labor Contracts for the State of Ohio. Acts as a liaison for state agencies' LRO staffs and OCB personnel to ensure that the monthly schedule and calendar is agreed upon by all parties; then communicated and scheduled with the appropriate Neutral in accordance with the appropriate contract provisions. Coordinates & monitors all dates of Mediation/NTA/Arbitration daily changes with constant follow-up. Constantly creating and implementing special projects to improve the scheduling process for efficiency.	Knowledge of (1) labor relations*, (2) office practices and procedures; (3) agency policies and procedures*; (4) Grievance procedures; (5) public relations. Skill in (6) operating a desktop computer and accompanying software (e.g., MS Office Suite; BNA topical numbering system*, Ability to (7) carry out detailed oral/written instructions; (8) maintain accurate records; (9) proofread material, recognize errors and make correction according to established standards*, (10) work both independently and on a team; (11) problem solve.
25	Prepares and circulates Vendor Contracts for all Neutrals. Receives, verifies, & approves contractor's invoices; allocates and appropriates the correct amount for each agency based upon the schedule and how many cases were heard on a particular day; prepares the necessary invoices and documentation for DAS Finance and OBM OSS. Discusses and resolves differences with and among the agencies and unions regarding invoices to come to a satisfactory resolution. Maintains all original documents and communications from vendors. This position is unclassified per 4117.10(D) and is overtime exempt.	Knowledge of 2, 3*, 5. (12) accounting principles and practices. Skill in 6. Ability to 7, 8, 9, 10, 11. *Developed after employment.

JOB CODE TITLE
Administrative Professional 3

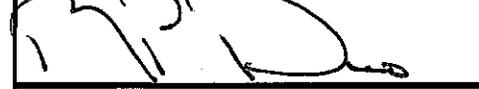
APP 8-6-12 UB

JOB CODE
16873

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 20006560 JOB CODE TITLE Administrative Professional 3 JOB CODE 16873 AD 8-6-12 V3	<input checked="" 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		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 checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 10 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		
15	Researches and troubleshoots grievances that may be incomplete and not easily found. Confers with OCB staff, agency representatives and union counterparts to resolve the matter to enable the grievance to be properly scheduled. Accesses and uses the Grievance Tracking System (GTS) and Electronic Filing System (EFS) to ensure that records are complete, or to respond to specific inquiries regarding trends and issues grieved. Prepares summaries and reports for upper management in response to inquiries.	Knowledge of 1*, 2, 3*, 4, 5; (13) re-search principles. Skill in 6. Ability to 7, 8, 9, 10, 11.		
5	Responsible for assisting with the OCB receptionist area as assigned (e.g., meets and greets visitors; answers routine questions from visitors or callers; routes incoming questions &/or calls to appropriate LRS. Serves as back-up person for OCB staff who deal with union leaves &/or GTS and EFS. Accepts & routes incoming US mail. Performs other related duties as assigned.	Knowledge of 2, 3*, 5. (12) accounting principles and practices. Skill in 6. Ability to 7, 8, 9, 10, 11. *Developed after employment.		
This position is unclassified per 4117.10(D) and is overtime exempt.				
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE	
			7/13/12	