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 20006560 (50202.0)

JOB CODE TITLE Administrative Staff

JOB CODE 99580

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Admin. Asst./Scheduler

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006558(50200.0) Adm. Staff (Mgr. LR & Dispute Resolution)

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
50	Assists Conflict Resolution team with various administrative duties (e.g., coordinates preparation of monthly schedule, contacts various unions & agencies to confirm logistics of schedule). Researches cases for arbitration & summarizes information for case preparation & scheduling; writes letters, memos, & prepares documents to send to state's advocates, arbitrators & unions associated with the arbitration schedule. Prepares information for publication on Office of Collective Bargaining web page.	Knowledge of (1) labor relations involving bargaining & negotiation with organized labor or management, labor conflict resolution; (2) office management practices; (3) office practices & procedures; (4) DAS/OCB policies & procedures (e.g., collective bargaining law; labor contracts).* Skill in (5) use of personal computer & related hardware & software using Microsoft Office. Ability to (6) apply principles to solve every day problems, (7) define problems, collect data, establish facts and draw valid conclusions; (8) copy material accurately and recognize grammatical & spelling errors; (9) gather, collate & classify information about people, data, or things; (10) cooperate with co-workers on group projects.
20	Performs secretarial functions for Manager of Conflict Resolution & Legal Services (e.g., takes minutes at staff meetings & union meetings as requested, schedules meetings & conferences & monitors calendars, composes correspondence & types documents, correspondence & memoranda regarding contract issues such as letters, reports, legal pleadings & documents to be filed before State Employment Relations Board, settlements & documents to be presented in negotiations & arbitration).	Knowledge of 1, 2, 3 Skill in 5, (12) speedwriting * transcription Ability to 6, 7, 10 * developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

Michael P. Duco, Deputy Director

DATE 9/29/08

HPD 10-14-08

100-500U

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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
20	Maintains grievance database & arbitration award filing system; researches arbitration decisions of specific panel arbitrators to determine whether a specific arbitrator will be used. Serves as backup for arbitrator billing. Issues subpoenas or behalf of arbitrators. Coordinates logistics for arbitration advocacy school. Compiles & maintains data in spreadsheets for arbitration & mediation results.	Knowledge of 1, 2, 3 Skill in 5 Ability to 6, 7, 10
10	Assists in the preparation of mailings, labels & manuals & performs other miscellaneous duties when required. Serves as back-up to front desk receptionist and mail services area.	Knowledge of 1, 2, 3 Skill in 5 Ability to 6, 7, 10
	This position is in unclassified service per section 4117. 10(D) of Ohio Revised Code.	* developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

Michael P. Duco, Deputy Director

DATE
9/29/00

APD 10-14-02