

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION

UNIT OR OFFICE
Office of Collective Bargaining

POSITION NUMBER
20006561 (50211.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
OCB General Counsel

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.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Minimum Acceptable Characteristics |
|----|---|---|
| 35 | <p>Counsels the Deputy Director of Office of Collective Bargaining (OCB) in administration & development of OCB policy on labor relations issues, contract administration & compliance, & service to state agencies & elected officials. Writes position papers & performs research analysis on new & updated labor relations issues. Makes recommendations to Deputy Director for collective bargaining regarding policy decisions required by new & current state laws, arbitration, court & SERB rulings, impact of new federal & state legislation &/or court decisions. At request of Deputy Director, provides specialized advice & counsel in matters before SERB or other entities; serves as primary liaison between OCB, Department of Administrative Services (DAS) Office of Chief Legal Counsel, & the Attorney General. Represents OCB at conferences, seminars & meetings on issues relative to the state's labor relations program.</p> | <p>Knowledge of (1) management & supervision principles; (2) ORC Chapters 4117 & OAC 123, 124 & all other laws relating to the field of labor relations, employment law & civil service procedure; (3) DAS agency policies and procedures*; (4) government structure & process*; (5) legislative procedures & process*; (6) SERB policy & procedure*; (7) rights & interest dispute resolution processes to include fact-finding, arbitration & mediation. Skill in (8) operation of a personal computer & associated hardware & software (e.g. Microsoft Office). Ability to (9) interpret a variety of technical & legal material in books, journals, manuals and electronic media; (10) gather, analyze & classify information about data, people or things; (11) resolve complaints from citizens, government officials, and labor management constituencies; (12) facilitate coordination of efforts and a team atmosphere within the staff of OCB & with DAS/state agencies; (13) pass all requirements to attain admittance, and maintain affiliation in good standing with the Ohio Bar Association.</p> <p>*developed after employment</p> |

JOB CODE TITLE
Administrative Staff

APD 10-14-08 

JOB CODE
99580

List Position Numbers and Class Titles of Positions Directly Supervised:
 20006547 (50121.0) Admin Staff (OCB Labor Counsel I)
 20006562 (50130.0) Admin Staff (OCB Labor Counsel I)
 20006559 (50201.0) Admin Staff (OCB Labor Counsel I Intermittent)
 20006570 (50304.0) Admin Staff (AA - DD, GC)
 20006572 (50306.0) Admin Staff (AA - Legal)

SIGNATURE OF AGENCY REPRESENTATIVE



Michael P. Duco, Deputy Director

DATE

9/19/08

POSITION DESCRIPTION

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Department of Administrative Services

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|---|--|--|
| 25 | Coordinates efforts between Manager of Labor Relations & Dispute Resolution & Manager of Finance & Administration to ensure consistency in application of OCB policy to agencies & other constituencies involving statewide labor relations activities. Serves as quality assurance lead; ensures OCB staff provide timely & accurate advice to state agency personnel, labor staff & legal counsel; conducts meetings throughout division on variety of topics. | Knowledge of 1, 2, 3*, 4*, 5*, 6*, & 7 Skill in 8 Ability to 9, 10, 11, 12, 13 |
| 25 | Participates in negotiations (e.g. directs collection of information regarding issues of negotiations, prepares draft language, ensures that state's position is maintained up through & including presentations before a fact-finder/conciliator); serves as chief negotiator as assigned. Conducts impact bargaining on behalf of state. Writes procedures to be followed by agencies in administering contractual changes. Participates in various committees required by several labor agreements. | Knowledge of 1, 2, 3*, 4*, 5*, 6*, & 7 Skill in 8 Ability to 9, 10, 11, 12 |
| 15 | Assists in development & delivery of training programs to agencies & OCB personnel; when requested, trains new & current attorneys, advocates, LRSs & legal interns in preparation & presentation of cases before SERB & other labor relations proceedings. | Knowledge of 1, 2, 3*, 4*, 5*, 6*, & 7 Skill in 8 Ability to 9, 10, 11, 12, 13 |
| <p>This position is in unclassified service per section 4117.10(D) of Ohio Revised Code and is overtime exempt.</p> | | *developed after employment |

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20006562 (50130.0) Admin Staff (OCB Labor Counsel 1)
20006559 (50201.0) Admin Staff (OCB Labor Counsel 1 Intermittent)
20006570 (50304.0) Admin Staff (AA - DD, GC)
20006572 (50306.0) Admin Staff (AA - Legal)

SIGNATURE OF AGENCY REPRESENTATIVE



Michael P. Duco, Deputy Director

DATE

9/24/08