

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS103000
DIVISION OR INSTITUTION HRD/OCB Policy	UNIT OR OFFICE Policy Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006561	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Administrator-HRD/OCB Policy		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 type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt  If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 16 Page 1 of 3
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.    TO: 5:00 p.m.			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	50	<p>Counsels the Deputy Director of Office of Collective Bargaining (OCB) in administration &amp; development of OCB policy on labor relations issues, contract administration &amp; compliance, &amp; service to state agencies &amp; elected officials. Writes position papers &amp; performs research analysis on new &amp; updated labor relations issues. Makes recommendations to Deputy Director for collective bargaining regarding policy decisions required by new &amp; current state laws, arbitration, court &amp; SERB rulings, impact of new federal &amp; state legislation &amp;/or court decisions. At request of Deputy Director, provides specialized advice &amp; counsel in matters before SERB or other entities; serves as primary liaison between OCB, Department of Administrative Services (DAS) Office of Chief Legal Counsel, &amp; the Attorney General. Represents OCB at conferences, seminars &amp; meetings on issues relative to the state's labor relations program. Coordinates efforts between Manager of Labor Relations &amp; Dispute Resolution &amp; Manager of Finance &amp; Administration to ensure consistency in application of OCB policy to agencies &amp; other constituencies involving statewide labor relations activities. Serves as quality assurance lead; ensures OCB staff provide timely &amp; accurate advice to state agency personnel, labor staff &amp; legal counsel; conducts meetings throughout division on variety of topics. 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 &amp; 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. Assists in development &amp; delivery of training programs to agencies &amp; OCB personnel; when requested, trains new &amp; current attorneys, advocates, LRSs &amp; legal interns in preparation &amp; presentation of cases before SERB &amp; other labor relations proceedings.</p> <p>Position is in unclassified service per 4117.10(D) of Ohio Revised Code &amp; is overtime exempt.</p>	<p>Knowledge of (1) management &amp; supervision principles; (2) ORC Chapters 4117 &amp; OAC 123, 124 &amp; all other laws relating to the field of labor relations, employment law &amp; civil service procedure; (3) DAS agency policies and procedures*; (4) government structure &amp; process*; (5) legislative procedures &amp; process*; (6) SERB policy &amp; procedure*; (7) rights &amp; interest dispute resolution processes to include fact-finding, arbitration &amp; mediation. Skill in (8) operation of a personal computer &amp; associated hardware &amp; software (e.g. Microsoft Office). Ability to (9) interpret a variety of technical &amp; legal material in books, journals, manuals and electronic media; (10) gather, analyze &amp; 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 &amp; 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 63476	List Position Numbers & Job Titles of Positions Directly Supervised:  SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 7/13/12	

JOB CODE TITLE  
 Labor Relations Administrator 2

APD 8-6-12 03

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JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	<p>Plans, directs &amp; coordinates all activities of Policy Development for Human Resources Division (HRD) of Department of Administrative Services (DAS) (e.g., develops section's short &amp; long range goals &amp; objectives to include identification of actions steps &amp; timeline, monitors staff filing of administrative rules to ensure DAS, compliance with 5-year plan filed per Section 119.032 of Revised Code, develops work procedures &amp; manuals, develops &amp; monitors section budget, approves/authorizes expenditures, , directs records retention activities &amp; review work, completes performance evaluations &amp; action plans to maintain/improve performance, assists employees with career development by recommending/ authorizing desired/needed training, updates/trains staff on section functions &amp; applicable laws, rules, &amp; procedures, authorizes leave &amp; initiates/recommends appropriate disciplinary action as necessary). Counsels HRD Deputy Director on HRD issues (e.g., develops process to monitor, track &amp; review proposed legislation &amp; case decisions having impact on HRD's functions , civil service laws, rules, &amp; procedures, identifies policies &amp; rules to be developed &amp;/or revised by staff, reviews vendor proposals &amp; proposed contracts to ensure legal language exists to protect DAS/HRD interests, responds &amp;/or reviews proposed responses to complaints &amp; inquiries that may result in legal action or if potential violation exists, researches &amp; provides legal interpretation/advice to section managers, unit supervisors &amp; deputy director on human resources issues &amp; best practice, coordinates/confers with DAS' chief legal counsel &amp;/or assistant attorney general as necessary to resolve legal questions &amp; appeals files as result of HRD action, conducts pre-disciplinary hearings as assigned, represents HRD before in adjudicative or legislative hearings as necessary, writes required legal opinions, briefs &amp; other legal documents as necessary). Coordinates research activities to create/revise policies, directives, procedures, administrative rules, &amp; proposed legislation to ensure human resources management practices are current, competitive, meet customer needs, &amp; do not contravene applicable laws, rules, &amp; collective bargaining agreements, directs implementation of policies</p>	<p>Knowledge of: (1) budgeting*, (2) management, (3) labor relations, (4) workforce planning, (5) employee training &amp; development, (6) human resources development, (7) supervision principles, (8) human relations, (9) agency policies &amp; procedures (e.g., DAS &amp; HRD policies &amp; procedures, Chapter 123 of Administrative Code)*, (10) government structure &amp; process (e.g., Chapter 119 &amp; 124 of Revised Code &amp; other federal &amp; state statues)*, (11) interviewing techniques, (12) public relations, (13) Civil Service &amp; employment law, (14) social sciences, (15) law..</p> <p>Skill in: (16) operation of personal computer &amp; associated hardware/software (e.g., MS Office); (17) prepare deeds, leases, wills, mortgages and/or contracts.</p> <p>Ability to: (18) deal with many variables determine specific action, (19) calculate fractions, decimals &amp; percentages, (20) interview job applicants effectively, (21) prepare meaningful, concise &amp; accurate reports, (22) proof read technical materials, recognize errors &amp; make corrections, (23) use proper research methods in gathering data, (24) develop complex reports &amp; position papers, (25) gather, collate &amp; classify information about data, people, or</p> <p>*developed after employment</p>

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