100-500X

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION

UNIT OR OFFICE
Office of Collective Bargaining

POSITION CONTROL NUMBER
20006562 (50130.0)

CLASS TITLE
Administrative Staff

CLASS NUMBER
99580

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
OCB Labor Counsel 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006561 (50210.0) OCB General Counsel

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
40	Represents Department of Administrative Services at the State Employee Relations Board mediations and hearings; researches issues & writes opinion & legal pleadings on state's behalf; attends hearings & assists assigned Assistant Attorney General in case preparation. Drafts responses & investigates Unfair Labor Practices; attends State Employee Relations Board meetings.	Knowledge of (1) labor relations involving formal bargaining & negotiations with organized labor or management, labor conflict resolution (e.g., mediation, arbitration, settlement); (2) ORC Chapter 4117 & OAC Chapters 123, 124;* (3) DAS policies & procedures;* (4) government structure & process;* (5) labor relation principles, Ohio Collective Bargaining laws, rules and regulations, arbitration process.* Skill in (6) operation of personal computer & associated software (e.g. Microsoft Office) & hardware. Ability to (7) define problems, collect data, establish facts & draw valid conclusions; (8) originate business letters reflecting standard procedures; (9) understand technical manuals and verbal instructions; (10) handle sensitive inquiries from contacts with officials & general public; (11) pass all requirements to attain admittance & maintain affiliation in good standing with Ohio Bar Association. *developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 12/28/07

AD 1-2-08

100-500X

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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	Represents State of Ohio as an advocate in arbitration & mediation proceedings; develops case theory & presents arbitration cases; prepares & conducts expedited arbitration cases & assists in arbitration of full panel grievances (e.g., researches issues, prepares witnesses, writes questions, opening & closing statements; writes briefs as determined in arbitration process); prepares & enters into settlements agreements; authorized by Deputy Director to settle grievances on behalf of Office of Collective Bargaining (OCB); advises advocates on strategy to assist state agency labor relations advocates in preparation for their arbitration cases. Reviews & investigates grievances at various steps of grievance procedures for assigned agencies & prepares various information & responses.	Knowledge of 1, 2*, 3*, 4*, 5* Skill in 6 Ability to 8, 9, 10
15	Serves as liaison to elected officials in their labor relations issues; directs legal interns in coordination of research projects. Prepares composition of arbitration summaries & distributes summaries to all state labor relations professionals. Presents seminars at various conferences.	Knowledge of 1, 2*, 3*, 4*, 5* Skill in 6 Ability to 8, 9, 10
10	Under direction of Manager of Conflict Resolution & Legal Services, assists in facilitation of Arbitration School Program. Develops training module for OCB employees & other agency personnel who serve as advocates in arbitration preparation & presentation. Provides training to state agency labor relations officers, managers or employees on the Supervising Union Employees Program & other training as assigned; revises training program as necessary.	Knowledge of 1, 2*, 3*, 4*, 5* Skill in 6 Ability to 8, 9, 10
15	Prepares information for publication on OCB web page. Ensures information meets department standards & coordinates with HRD MIS staff to have published.	Knowledge of 1, 2*, 3*, 5* Skill in 6 Ability to 7, 9
	This position is in unclassified service per Section 4117.10(D) of Ohio Revised Code and is overtime exempt.	*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

Steven J. Loeffler, Deputy Director

DATE 12/28/07

APD 1-2-08