

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS103000
DIVISION OR INSTITUTION Office of Collective Bargaining	UNIT OR OFFICE Policy Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006564	<input 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 College Intern		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input type="checkbox"/> Permanent <input checked="" 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 N/A Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:00 a.m. TO: 4:00 p.m.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Performs research of case issues for Office of Collective Bargaining (OCB) Policy Analyst & Policy Administrator (e.g., researches unfair labor practices & statutes); reviews & analyzes unfair labor practice charges; contacts agency representatives to obtain information/documentation to support employer's position on unfair labor practice charges; prepares various information & responses (e.g., gathers facts & documents, writes responses to unfair labor practice charges); reads, reviews & summarizes memoranda arbitration awards; performs a variety of legal research, prepares memoranda for policy staff & performs various special projects as assigned.	Knowledge of (1) Ohio Revised Code Chapters 4117 & Ohio Administrative Code 123, 124*; (2) public/human relations; (3) agency policies & procedures*; (4) Ohio labor, civil service law; arbitration/mediation & labor relations practices*. Skill in (5) operation of personal computer & related software using Microsoft Office. Ability to (6) deal with problems involving several variables in familiar context; (7) gather, collate & classify information about data, people or things.
35	Performs variety of duties related to researching topics for arbitrations & mediations, writing briefs & closing arguments; reads, reviews & summarizes arbitration awards.	Knowledge of 1*, 4* Skill in 5 Ability to 6, 7
25	Contacts public agencies &/or other state government entities answering inquiries; assists OCB policy staff in responding to agency inquires; performs other duties as assigned by Policy Analysts or Policy Administrator. Must be enrolled & attending (excluding normal breaks) an accredited law school. At appointing authority's discretion, appointment may be extended up to 3 months from date of graduation from accredited law school.	Knowledge of 1*, 2, 3* Skill in 5 Ability to 6, 7

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3/23/12
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JOB CODE TITLE
College Intern

 Job Code
99940

 Ad 3-29-12-ol