

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION

UNIT OR OFFICE
Office of Collective Bargaining

POSITION NUMBER
20006567 (50301.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Manager, Training and Central Services

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006579 (50001.0) Assistant Deputy Director

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:30 a.m. - 5:30 p.m.

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
40	<p>Directs & coordinates activities of Training & Central Services Section within the Office of Collective Bargaining (OCB). Independently assesses all training needs for specific target population or subject matter for assigned agency or institution & plans training activities to meet those needs. Plans, schedules & conducts training programs (e.g., schedules employees to attend sessions; schedules teachers to conduct sessions; prepares materials & teaches sessions; conducts workshops; reviews & revises training materials; coordinates division promotional displays, materials & assist outside or higher-level trainers in conducting sessions).</p> <p>Maintains records & reports related to training activities (e.g., complies training data; prepares correspondence; disseminates information regarding scheduling & course material; maintains employee training files).</p>	<p>Knowledge of (1) management & administration; (2) labor relations involving formal bargaining & negotiations with organized labor or management; (3) labor conflict resolution (e.g., mediation, arbitration, settlement); (4) Ohio Collective Bargaining laws, rules & regulations (e.g., ORC Chapter 4117 & OAC Chapters 123 & 124); (5) employee training & development; (6) supervision principles; (7) DAS/HRD/OCB policies & procedures*; (8) government structure & process*.</p> <p>Skill in (9) operation of personal computer & associated hardware/software (e.g., Microsoft Office)*.</p> <p>Ability to (10) define problems, collect data, establish facts & draw valid conclusions; (11) prepare & deliver speeches before specialized audiences (e.g., HR conferences & general public); (12) handle sensitive inquiries from & contacts with officials & general public; (13) establish friendly atmosphere as division manager; (14) resolve complaints from citizens & government officials; (15) maintain cooperative relationships with customer agencies; (16) must possess a valid Ohio driver's license.</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:
20006566 Admin Staff (Training Coordinator)
20006546 Admin Staff (LRS 4-Special Projects)

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



9/29/08

Michael P. Duco, Deputy Director

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30	Serves as primary contact with assigned agency Labor Relations Officers (e.g. receives questions, concerns & problems & provides advice as to contract interpretation & process under all state labor agreements; travels to state institutions, agencies & facilities using state vehicle.) Researches contract questions (e.g. uses state contracts, civil service & Ohio employment laws, arbitration decisions, reference materials, etc.) to document state response/position; provides information & research to LRS lead or higher level LRS for review & resolution. Writes documentation & reviews termination cases; prepares cases for presentation to compliance review committee; attends layoff committee meetings & presents agency cases; communicates OCB decisions to agency.	Knowledge of 1, 2, 3, 4, 5, 6*, 7*, 8* Skill in 9*, Ability to 10, 11, 12, 13, 14, 15, 16
15	Independently reviews all levels of grievances at various steps for assigned agencies & prepares various information & responses (e.g., Step 3 grievance review) to determine whether agency position is consistent/correct; conducts Step 4 grievance hearings & investigates & collects documentation for review & preparation of arbitrations; completes arbitration case summaries; determines BNA coding & describes case for grievance review committee. Assists LRS 1 & 2 in reviewing grievances. Assists lower level LRS's in reviewing all levels of cases for arbitration & involves Manager & Asst Manager of Labor Relations & Dispute Resolutions as appropriate.	Knowledge of 1, 2, 3, 4, 5, 6*, 7*, 8* Skill in 9*, Ability to 10, 11, 12, 13, 14, 15, 16
15	Prepares & conducts issue arbitration cases, conducts disciplinary grievance arbitrations & assists in arbitration of full panel issue cases. Researches issues, prepares witnesses, writes questions & opening & closing statements, assists in writing briefs as determined by Manager & Asst. Manager of Labor Relations & Dispute Resolutions. This position is in unclassified service per Section 4117.10(D) of Ohio Revised Code and is overtime exempt.	Knowledge of 1, 2, 3, 4, 5, 6*, 7*, 8* Skill in 9*, Ability to 10, 11, 12, 13, 14, 15, 16

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