

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS103000
DIVISION OR INSTITUTION Office of Collective Bargaining	UNIT OR OFFICE Labor Relations & Training	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006567 JOB CODE TITLE Labor Relations Administrator 2 JOB CODE 63476	<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 Manager - Training/Dispute Resolution		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 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
40	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). Maintains records & reports related to training activities (e.g., complies training data; prepares correspondence; disseminates information regarding scheduling & course material; maintains employee training files). Position is in unclassified service per 4117.10(D) of Ohio Revised Code & is overtime exempt.	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*. Skill in (9) operation of personal computer & associated hardware/software (e.g., Microsoft Office)*. 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. *developed after employment		
List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/13/12	

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	USUAL WORKING TITLE OF POSITION		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION
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NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
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
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 & Contract Compliance as appropriate.	Knowledge of 1, 2, 3, 4, 5, 6*, 7*, 8* Skill in 9*, Ability to 10, 11, 12, 13, 14, 15
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 & Contract Compliance.	Knowledge of 1, 2, 3, 4, 5, 6*, 7*, 8* Skill in 9*, Ability to 10, 11, 12, 13, 14, 15 *developed after employment

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	ADD 8-6-12 v3		