

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION

UNIT OR OFFICE
Office of Collective Bargaining

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Administrative Assistant

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

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Minimum Acceptable Characteristics |
|----|---|---|
| 35 | Serves as assistant to Deputy Director, Assistant Deputy Director & General Counsel: transmits instructions & decisions to Office of Collective Bargaining (OCB) staff; develops reports, compiles data & obtains files & records for use in preparing same; researches data, responds to agency inquiries regarding contract issues, policies & procedures & provides information for reports & correspondence; revises content of manuals & files; drafts & signs memoranda & correspondence; sends e-mail responses & requests to statewide labor relations staff; serves as administrator of the time sheet system. | <p>Knowledge of (1) labor relations*; (2) office management practices; (3) agency policies & procedures*; (4) Collective Bargaining & personnel practices*.</p> <p>Skill in (5) operation of personal computer & related software, (e.g., Microsoft Word, MS Outlook).</p> <p>Ability to (6) deal with problems involving several variables in familiar & unfamiliar situations; (7) apply principles to solve practical problems; (8) understand labor relations; (9) define problems, collect data, establish facts & draw valid conclusions; (10) deal with many variables & determine specific action; (11) check pairs of items that are similar or dissimilar; (12) comprehend simple sentences with common vocabulary; (13) gather, collate & classify information; (14) answer routine telephone inquiries from public; (15) handle sensitive inquiries from & contacts with officials & general public.</p> <p>*developed after employment</p> |

POSITION NUMBER
20006570 (50304.0)

CLASS TITLE
Administrative Staff

CLASS NUMBER
99580

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



12/26/07

Steven J. Loeffler, Deputy Director

ARD 1-8-08 (DPA)

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

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Administrative Assistant

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
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8:00 a.m. - 5:00 p.m.

Page 2 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Minimum Acceptable Characteristics |
|---|---|--|
| 30 | Performs secretarial functions for the Deputy Director, Assistant Deputy Director & General Counsel (e.g., takes minutes at staff meetings & union meetings as requested, schedules meetings & conferences & monitors the calendars; composes correspondence & types documents, correspondence & memoranda regarding contract issues such as letters, reports, legal pleadings & documents to be filed before State Employees Relations Board, settlements & documents to be presented in negotiations and arbitrations). | Knowledge of 1*, 2, 3*, 4* Skill in 5*, (18) speedwriting & transcription. Ability to 6, 7, 8, 9, 10, 11, 12, 13, 14 |
| 35 | Serves as OCB Human Relations Coordinator: completes section personnel actions (e.g., prepares personnel authorization requests, personnel actions, updates/writes position descriptions) & follows through with Office of Employee Services to ensure timely processing of Human Resources paperwork; maintains secure personnel files of all OCB staff; serves on various DAS committees. | Knowledge of 2, 3*, 4* Skill in 5* Ability to 6, 7, 8, 9, 10, 11, 12, 13 14 |
| Position is in unclassified service per Section 4117.10(D) of Ohio Revised Code and is overtime exempt. | | *developed after employment |

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20006570 (50304.0)

CLASS TITLE
Administrative Staff

CLASS NUMBER
99580

APP 1-8-08

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



12/28/07

Steven J. Loeffler, Deputy Director