

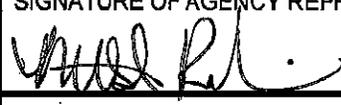
POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS103000
DIVISION OR INSTITUTION Office of Collective Bargaining	UNIT OR OFFICE Operations & Analysis	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006572	<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 Administrative Assistant	POSITION NO. & TITLE OF IMMEDIATE SUPERVISOR See Table of Organization
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Classified Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Unclassified If FLSA Exempt, exemption type: <input type="checkbox"/> Intermittent	Bargaining Unit Page 1 of 3

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

JOB DESCRIPTION & WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	<p>Acts for Operations & Analysis Administrator by independently answering complex &/or confidential questions regarding the Approved Provider Panel program: maintains list of Approved Provider Panel for state agency injured workers receiving occupational injury leave (OIL) or salary continuation; independently answers inquiries from providers, state agencies, & injured workers via telephone & e-mail; responsible for formulating & implementing the Approved Provider Panel policy to ensure compliance with the OIL program; opens & closes OIL & salary continuation appeal files; communicates with HRD representatives on status of OIL & salary continuation appeals; presents OIL & salary continuation appeals to panel for decision; settles OIL & salary continuation appeals when appropriate by working with the agency & the union; drafts various policies recommended by joint labor-management committee (e.g. policy document that reflect decisions made by the committee on the administration of the Approved Provider Panel, including, but not limited to, how providers will be added or removed from the panel) for distribution on website & to providers & state agencies; drafts letters implementing policy decisions recommended by the joint labor-management committee; receives requests from providers to be added to the panel, provides guidance to the provider, & makes a determination as to whether or not the provider should be added to the panel; processes all requests from providers to join or be excluded from the provider panel; researches panel issues for third party administrator or managed care organizations; drafts complex correspondence & information for the website; works with IT staff on necessary changes to web database; schedules & compiles agenda for labor-management committee meetings; coordinates mass mailings; posts scores in web database (e.g., provider performance scores that are available for viewing by the providers & are used to determine the make-up of the panel).</p> <p>This position is unclassified per 4117.10(D) & is overtime exempt.</p>	<p>Knowledge of (1) business administration; (2) public relations; (3) agency & Office of Collective Bargaining (OCB) policies & procedures*; (4) labor relations; (5) occupational injury leave (OIL) process*; (6) labor/management committee processes*. Skill in (7) operation of personal computer & associated software (e.g., Microsoft Office Suite); (8) operation of telephone system. Ability to (9) communicate effectively; (10) handle sensitive telephone & face-to-face inquiries & contacts with public & government; (11) prepare written reports & correspondence; (12) define problems, collect data, establish facts & draw valid conclusions; (13) gather, collate & classify information according to established methods.</p> <p align="right">*Developed after employment.</p>

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1/27/16
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JOB TITLE Program Administrator 1

 JOB CODE 63122
 App'd 1.27.16 AE

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DIVISION OR INSTITUTION Office of Collective Bargaining	UNIT OR OFFICE Operations & Analysis	COUNTY OF EMPLOYMENT Franklin

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	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.											
JOB DESCRIPTION & WORKER CHARACTERISTICS												
<table border="1"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills & Abilities</th> </tr> </thead> <tbody> <tr> <td>20</td> <td> Researches & responds to requests for information from the unions & agencies regarding employment history & seniority; gathers data from various systems (e.g. OAKS), analyzes the data, & does any required calculations; interprets language in the collective bargaining agreements in order to verify information is correct; makes appropriate corrections to seniority numbers in HCM; attends & participates in the seniority tribunal; gathers any required information in advance of the tribunal; works with the Application & Reporting Team (ART) to obtain reports requested by the unions; determines the need for the report & communicates with the ART team what information needs to be included in the report; coordinates the transmission of the reports to the appropriate union contact. </td> <td> Knowledge of 1, 2, 3*, 4, 6*. Skill in 7, 8, (14) PeopleSoft*. Ability to 9, 10, 11, 12, 13. </td> </tr> <tr> <td>20</td> <td> Under direction of Operations & Analysis Administrator, researches, analyzes & compiles data for use in collective bargaining (e.g. researches comparable collective bargaining agreements & compares results, gathers data from HCM/OAKS, creates charts/presentations to share data with the negotiating team); provides data to SERB, as requested; creates documents for the collective bargaining process (i.e. finalizes proposals, compiles presentations, creates maps/charts necessary for fact-finding hearings); creates legislative drafts & compiles presentation for Controlling Board; finalizes contracts for print; prepares collective bargaining documents for website (e.g. interactive PDF version of contract, annotated contract, etc.); gathers contract orders from all state agencies; coordinates contract delivery & distribution to all state agencies. </td> <td> Knowledge of 1, 2, 3*, 4. Skill in 7, 8. Ability to 9, 10, 11, 12, 13. *Developed after employment. </td> </tr> </tbody> </table>				%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	20	Researches & responds to requests for information from the unions & agencies regarding employment history & seniority; gathers data from various systems (e.g. OAKS), analyzes the data, & does any required calculations; interprets language in the collective bargaining agreements in order to verify information is correct; makes appropriate corrections to seniority numbers in HCM; attends & participates in the seniority tribunal; gathers any required information in advance of the tribunal; works with the Application & Reporting Team (ART) to obtain reports requested by the unions; determines the need for the report & communicates with the ART team what information needs to be included in the report; coordinates the transmission of the reports to the appropriate union contact.	Knowledge of 1, 2, 3*, 4, 6*. Skill in 7, 8, (14) PeopleSoft*. Ability to 9, 10, 11, 12, 13.	20	Under direction of Operations & Analysis Administrator, researches, analyzes & compiles data for use in collective bargaining (e.g. researches comparable collective bargaining agreements & compares results, gathers data from HCM/OAKS, creates charts/presentations to share data with the negotiating team); provides data to SERB, as requested; creates documents for the collective bargaining process (i.e. finalizes proposals, compiles presentations, creates maps/charts necessary for fact-finding hearings); creates legislative drafts & compiles presentation for Controlling Board; finalizes contracts for print; prepares collective bargaining documents for website (e.g. interactive PDF version of contract, annotated contract, etc.); gathers contract orders from all state agencies; coordinates contract delivery & distribution to all state agencies.	Knowledge of 1, 2, 3*, 4. Skill in 7, 8. Ability to 9, 10, 11, 12, 13. *Developed after employment.
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JOB CODE 63122	JOB TITLE Program Administrator 1	SIGNATURE OF AGENCY REPRESENTATIVE DATE  1/27/16										
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	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
	JOB DESCRIPTION & WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	5	Performs administrative functions for OCB: opens & closes unfair labor practice & representation case files; provides notification to agency representatives on outcome of case; maintains database of cases filed; provides staff with reports on case activity; handles non-routine data collection on cases (e.g. creates & maintains spreadsheets of information provided by agencies).	Knowledge of 1, 2, 3*, 4; (15) unfair labor practice process*. Skill in 7. Ability to 9, 11, 12, 13.	
	5	Assists in preparation of mailings, labels, manuals & photocopies; proofreads & other miscellaneous duties when required; serves as back up to front desk receptionist & mail services, & to grievance processor; other duties as assigned.	Knowledge of 1, 3*, 4. Skill in 7. Ability to 9, 11, 12, 13.	
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