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| 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 |

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| POSITION NUMBER 20006572 | <input checked="" 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 - Policy | POSITION NO. AND 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 | Bargaining Unit 22 PR 10 Page 1 of 2 |
| | <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent <input type="checkbox"/> Essential | If FLSA Exempt, exemption type: |
| 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 |
| 55 | <p>Acts for Policy 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, and injured workers via telephone and e-mail. Responsible for formulating & implementing the Approved Provider Panel policy to ensure compliance with the OIL program. Opens and closes OIL appeal files; communicates with HRD representatives on status of OIL appeals. 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 and to providers and state agencies; receives requests from providers to be added to the panel and he provides guidance to the provider and 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 and information for the website. Works with IT staff on necessary changes to web database. Schedules and 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 and are used to determine the make-up of the panel).</p> <p>This position is unclassified per 4117.10(D) and 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*.</p> <p>Skill in (7) operation of personal computer; (8) operation of telephone system.</p> <p>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>*Developed after employment.</p> |

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| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE  | DATE 7/13/12 |
|--|--|-----------------|

JOB CODE TITLE
 Program Administrator 1
 APD 8-6-1202
 JOB CODE
 63122

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| | USUAL WORKING TITLE OF POSITION | | 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 checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type: | Bargaining Unit 22 PR 10 Page 2 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 |
| 25 | Under direction of Policy Administrator will create all documents for the collective bargaining process (i.e. finalizes proposals, compiles presentations, creates maps/charts necessary for fact-finding hearings); creates legislative drafts and 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 bargaining conference and handles all logistics for the conference; coordinates contract delivery and distribution to all state agencies; researches comparable collective bargaining agreements in preparation for negotiations. | Knowledge of 1, 2, 3*, 4. Skill in 7, 8. Ability to 9, 10, 11, 12, 13. |
| 10 | Performs administrative functions for HRD/OCB Policy section: opens and closes unfair labor practice and representation case files; provides notification to agency representatives on outcome of case; maintains database of cases filed; provides Policy Unit staff with reports on case activity; handles non-routine data collection on cases (e.g. creates and maintains spreadsheets of information provided by agencies). | Knowledge of 1, 2, 3*, 4; (14) unfair labor practice process*. Skill in 7. Ability to 9, 11, 12, 13. |
| 5 | Under direction of Manager of Analysis and Operations, analyzes and compiles data for collective bargaining. Develops user guidelines for electronic systems (e.g. electronic grievance filing system). | Knowledge of 1, 3*, 4. Skill in 7. Ability to 9, 11, 12, 13. |
| 5 | Assists in preparation of mailings, labels, manuals and photocopies; proofreads and other miscellaneous duties when required. Serves as back up to front desk receptionist and mail services, and to grievance processor. | Knowledge of 1, 3*, 4. Skill in 7. Ability to 9, 11, 12, 13. *Developed after employment. |

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