

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION

UNIT OR OFFICE
Office of Collective Bargaining

POSITION NUMBER
20006573 (50400.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Manager – Finance & Administration

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.

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
35	Serves as Manager of Finance & Administration for Office of Collective Bargaining (OCB). Develops & implements policies & procedures; manages all fiscal activities (e.g., budget development, appropriations, encumbrances & expenditures) & supervises fiscal support staff (e.g., approves leave & time reports, administers discipline, evaluates performance). Develops various database applications for use in OCB & other sections (e.g., grievance database, analysis of payroll summary data for use in negotiations).	Knowledge of: (1) budgeting; (2) accounting; (3) management (4) supervision; (5) government structure & process involving legislation; (6) DAS agency policies & procedures*; (7) payroll systems; (8) IBM mainframe, LAN. Skill in (9) operation of personal computer & associated software (e.g. Microsoft Office, IBM Mainframe programs & LAN. Ability to (10) understand & apply GAAP (generally accepted accounting principles); (11) define problems, collect data, establish facts & draw valid conclusions; (12) handle sensitive inquiries from & contacts with officials & general public; (13) interview job applicants effectively; (14) prepare & deliver speeches before specialized audiences; (15) originate instructions & specifications concerning proper use of equipment; (16) develop complex reports & position papers; (17) use proper research methods in gathering data.
30	Furnishes information to unions & management for negotiation activities (e.g., demographic & wage information about bargaining unit employees); acts as liaison & gathers information from other states &/or interstate organizations (e.g., NASDER) for information requests in reference to state of Ohio's employment process. Services as liaison to Office of Budget & Management & Joint Health Care Committee.	Knowledge of 1, 2, 3, 4, 5, 6*, 7, 8, (18) labor relations involving formal bargaining & negotiations with organized labor or management, labor conflict resolution (e.g., mediation, arbitration, settlements, ORC Chapter 4117 & OAC Chapters 123, 124)*; Skill in 9 Ability to 11, 12, 14, 15, 16, 17, (19) statistical analysis *developed after employment.

JOB CODE TITLE
Administrative Staff

APD 10-14-07

JOB CODE
99580

List Position Numbers and Class Titles of Positions Directly Supervised:
20006574 (50401.0) Admin. Staff (Fiscal Administrator)
20006575 (50305.0) Admin. Staff (IT Specialist)
20006577 (50406.0) Admin. Staff (Data Base Analyst)
20006568 (50302.0) Admin. Staff (Facility Coordinator)

SIGNATURE OF AGENCY REPRESENTATIVE



Michael P. Duco, Deputy Director

DATE

9/2/08

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%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20	Participates in negotiations (e.g., directs collection of information regarding issues of negotiations); prepares draft language; serves as OCB lead negotiator as assigned; participates in various committees required by several labor agreements.	Knowledge of 1, 2, 3, 4, 5, 6*, 7, 8 Skill in 9, 10 Ability to 11, 12, 13, 14, 15, 16, 17
10	Furnishes information to unions & management for negotiation activities (e.g., demographic & wage information about bargaining unit employees); Services as liaison to Office of Budget & Management & Joint Health Care Committee. Develops various database applications for use in OCB & other sections (e.g., grievance database, analysis of payroll summary data for use in negotiations).	Knowledge of 1, 2, 3, 4, 5, 6*, 7, 8 Skill in 9, 10 Ability to 11, 12, 13, 14, 15, 16, 17
5	Maintains contacts with & acts as liaison with statistical sources, state, local & federal government offices; trains, confers & advises managers concerning statistical reports; responds to inquiries & requests for information. Attends staff meetings & trainings; provides training & consultation to staff; participates on committees; prepares & delivers presentations. Represents office at conferences, seminars & meetings regarding labor/management issues & other related duties as assigned.	Knowledge of 1, 2, 3, 4, 5, 6*, 7, 8 Skill in 9, 10 Ability to 11, 12, 13, 14, 15, 16, 17

*developed after employment

This position is in unclassified service per Section 4117.10(D) of Ohio Revised Code & is overtime exempt & works as an essential employee.

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Michael P. Duco, Deputy Director

DATE

9/29/08