

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

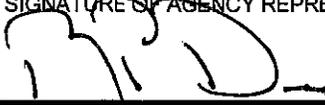
POSITION NUMBER 20006573	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Manager-Analysis & Operations		POSITION NO. 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:

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
35	Serves as Manager of Analysis and Operations for the Office of Collective Bargaining (OCB): develops and implements policies & procedures (e.g., . e.g. Statistics , Analysis and Electronic Grievance Filing); responsible for review OCB fiscal activities (e.g., e.g. Allotments, Rate changes , cash balances). Supervises Analysis & Operations Unit staff (e.g., approves leave & time reports, administers	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). 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.  Position is in unclassified service per 4117.10(D) of Ohio Revised Code & is overtime exempt.	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  
 Labor Relations Administrator 2  
  
 JOB CODE  
 63476  
 APR 8-6-12 URS

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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