

# POSITION DESCRIPTION

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

Reclassification       New Position       Update      Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Operations Administrator      POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: SEE TABLE OF ORGANIZATION

Permanent       Classified      Overtime:  Eligible       Exempt      Bargaining Unit 22  
 Temporary       Unclassified  
 Intermittent       Essential      If FLSA Exempt, exemption type:      PR 15  
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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	Serves as a Project Manager of Analysis & Operations for the Office of Collective Bargaining (OCB): manages OCB related projects such as the Electronic Grievance Filing System, WILMAPC as well as gathering of data to prepare for negotiations; develops & implements policies & procedures (e.g. Statistics, Analysis & Electronic Grievance Filing); responsible for review OCB fiscal activities (e.g., Allotments, Rate changes, cash balances); supervises Analysis & Operations Unit staff (e.g., approves leave & time reports); participates 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). 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.
35	Furnishes information to unions & management (e.g., demographic & wage information about bargaining unit employees), gather & analyze data to prepare for negotiations & analysis & costing during & after negotiations; acts as liaison & gathers information from other states &/or interstate organizations (e.g., NASDER & OAKS, etc) 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

Position is in unclassified service per 4117.10(D) of Ohio Revised Code & is overtime exempt.

JOB CODE TITLE  
Project Manager 1

JOB CODE  
63381  
12.24.15

List Position Numbers & Job Titles of Positions Directly Supervised:  
SEE TABLE OF ORGANIZATION

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



12-24-15

