

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

POSITION NUMBER 20006576 JOB CODE TITLE Administrative Professional 2 JOB CODE 16872 APP 8-6-12 US	<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 Administrative Assistant - Labor		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 8 Page 1 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		
55	Share responsibility for the integrity and accuracy of the OCB Grievance Tracking System (GTS) and the Electronic Filing System (EFS) utilized by all LR staffs in all the agencies. Ensures that the various proprietary systems contain complete and up-to-date information so that appropriate reports can be produced using this data. Performs all file processor functions: creates, opens, updates, maintains files; tracks liability for all discipline and other appropriate grievances. Ensures that paper files and electronic versions are compatible and the same. Resolves errors or inconsistencies in the different files by contacting the appropriate agency LR person to gather necessary data/information for Advocates.	Knowledge of (1) labor relations*, (2) office practices and procedures; (3) agency policies and procedures*; (4) Grievance procedures; (5) public relations. Skill in (6) operating a desktop computer and accompanying software (e.g., MS Office Suite; BNA topical numbering system*, Ability to (7) carry out detailed oral/written instructions; (8) maintain accurate records; (9) proofread material, recognize errors and make correction according to established standards*, (10) work both independently and on a team; (11) problem solve.		
25	Maintains and coordinates "union leave" releases for all bargaining units and tracks release by Contract article using applicable software. Ensures that leaves are appropriately granted and recorded; responds to questions from union offices and agency LROs regarding specifics of this program. Maintains and updates "contacts list" for the division to ensure all information is correct. Works with the OCB's Scheduler on researching and troubleshooting grievances that are incomplete or not easily found; prepares summaries and other reports from the GTS and EFS as required.	Knowledge of 2, 3*, 5. Skill in 6. Ability to 7, 8, 9, 10, 11. *Developed after employment.		
This position is unclassified per 4117.10(D) and is overtime exempt.				
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/13/12	

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JOB DESCRIPTION AND WORKER CHARACTERISTICS				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	15	Responsible for assisting with the OCB receptionist area as assigned (e.g., meets and greets visitors; answers routine questions from visitors or callers; routes incoming questions &/or calls to appropriate LRS. Serves as back-up person for OCB staff who deal with union leaves &/or GTS and EFS. Accepts & routes incoming US mail. Performs other related duties as assigned.	Knowledge of 1*, 2, 3*, 4, 5; (13) re-search principles. Skill in 6. Ability to 7, 8, 9, 10, 11.	
	5	Participates in various training sessions conducted by OCB. Assist in any necessary mass mailings as necessary (e.g., prepare labels, make deliveries, etc.). Prepares & composes routine correspondence as directed. Performs other related duties as required.	Knowledge of 2, 3*. Skill in 6. Ability to 10. *Developed after employment.	
JOB CODE TITLE Administrative Professional 2 APP 86-12 U3	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
JOB CODE 16872			DATE 7/13/12	