

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION

UNIT OR OFFICE
Office of Collective Bargaining

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Assistant Deputy Director

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006543 (50000.0) Deputy Director 6

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

POSITION CONTROL NUMBER
20006579 (50001.0)

CLASS NUMBER
99580
CLASS TITLE
Administrative Staff

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
35	<p>Directs administrative activities for Office of Collective Bargaining (OCB); develops & implements policies & procedures; manages activities & supervises staff (e.g., plans, schedules assignments, trains new employees, evaluates performance, recommends commendation and discipline); serves as acting OCB Administrator in absence of OCB Deputy Director; counsels the Deputy Director of Office of Collective Bargaining (OCB) in administration & development of OCB policy on labor relations issues, contract administration & compliance, & service to state agencies & elected officials; makes recommendations to Deputy Director for collective bargaining regarding policy decisions required by new & current state laws, arbitration, court & State Employees Relations Board (SERB) rulings, impact of new federal & state legislation &/or court decisions; represents OCB at conferences, seminars & meetings on issues relative to the state's labor relations program.</p>	<p>Knowledge of (1) management & supervision principles; (2) Ohio Revised Code 4117 & Ohio Administrative Code 123, 124 & all other laws relating to the field of labor relations, employment law & civil service procedure; (3) agency policies and procedures*; (4) government structure & process*; (5) legislative procedures & process*; (6) SERB policies & procedures*; (7) rights & interest dispute resolution processes to include fact-finding, arbitration & mediation. Skill in (8) operation of personal computer & associated hardware & software (e.g., Microsoft Office). Ability to (9) interpret a variety of technical & legal material in books, journals, manuals and electronic media; (10) gather, analyze & classify information about data, people or things; (11) resolve complaints from citizens, government officials, and labor management constituencies; (12) facilitate coordination of efforts and a team atmosphere within the staff of OCB & with DAS/state agencies; (13) pass all requirements to attain admittance, and maintain affiliation in good standing with the Ohio Bar Association.</p> <p>*developed after employment</p>

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

Michael P. Duco, Deputy Director

DATE
8/12/08

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25	Coordinates efforts between Manager of Conflict Resolution & Legal Services & Manager of Labor Relations & Training to ensure consistency in application of OCB policy to agencies & other constituencies involving statewide labor relations activities: serves as quality assurance lead; ensures OCB staff provide timely & accurate advice to state agency personnel, labor staff & legal counsel; conducts meetings throughout division on variety of topics & assures QStP principles are adhered to.	Knowledge of 1, 2, 3*, 4*, 5*, 6*, & 7 Skill in 8 Ability to 9, 10, 11, 12, 13
25	Participates in negotiations (e.g., directs collection of information regarding issues of negotiations: prepares draft language: ensures that state's position is maintained up through & including presentations before a fact-finder/conciliator); serves as chief negotiator as assigned; conducts impact bargaining on behalf of state; writes procedures to be followed by agencies in administering contractual changes; participates in various committees required by several labor agreements.	Knowledge of 1, 2, 3*, 4*, 5*, 6*, & 7 Skill in 8 Ability to 9, 10, 11, 12
15	Assists in development & delivery of training programs to agencies & OCB personnel. This position is in unclassified service per Section 4117.10(D) of Ohio Revised Code and is overtime exempt.	Knowledge of 1, 2, 3*, 4*, 5*, 6*, & 7 Skill in 8 Ability to 9, 10, 11, 12, 13 *developed after employment

CLASS TITLE
Administrative Staff

CLASS NUMBER
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DATE



8/12/08

Michael P. Duco, Deputy Director