

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION

UNIT OR OFFICE
Office of Collective Bargaining

POSITION CONTROL NUMBER
50120.0

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Asst. Mgr. of LR & Contract Compliance

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
50100.0 Adm. Staff (Mgr. - LR & Contract Compliance)

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
40	<p>Supervises Operations team (e.g. directly supervises 3-5 labor relations specialists & coordinates activities & input from the OCB Conflict Resolution & Legal Services staff) to provide advice & counsel to state agencies in the administration of the various state labor agreements; may include travel to state institutions & agencies & facilities using state vehicle; advises & counsels staff, assists in interviewing prospective applicants, schedules, assigns, trains & provides orientation to employees; authorizes leave; evaluates performance; approves travel arrangements; delegates & follows-up on assignments & compiles activity reports.</p>	<p>Knowledge of (1) management & administration; (2) labor relations involving formal bargaining & negotiations with organized labor or management; (3) labor conflict resolution (e.g., mediation, arbitration, settlement); (4) Ohio Collective Bargaining laws, rules & regulations (e.g., ORC Chapter 4117 & OAC Chapters 123 & 124); (5) employee training & development; (6) supervision principles; (7) DAS/OCB policies & procedures*; (8) government structure & process*.</p> <p>Skill in (9) operation of personal computer & associated hardware/software (e.g., Microsoft Office)*.</p> <p>Ability to (10) define problems, collect data, establish facts & draw valid conclusions; (11) prepare & deliver speeches before specialized audiences (e.g. HR conferences & general public); (12) handle sensitive inquiries from & contacts with officials & general public; (13) establish friendly atmosphere as division or large section chief; (14) resolve complaints from citizens & government officials; (15) maintain cooperative relationships with customer agencies (16) must possess a valid Ohio driver's license.</p> <p>* developed after employment</p>

CLASS TITLE
Administrative Staff

CLASS NUMBER
99580

List Position Numbers and Class Titles of Positions Directly Supervised:
 PCN 50121.0 Administrative Staff (LRS)
 PCN 50123.0 Administrative Staff (LRS)
 PCN 50124.0 Administrative Staff (LRS)
 PCN 50126.0 Administrative Staff (LRS)
 PCN 50127.0 Administrative Staff (LRS)

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

7/11/05

Steven J. Loeffler, Deputy Director

APP 7-27-2005 ME

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Page 2 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
30	Mentors labor relations & training staff in determining appropriate advice to provide to agencies' labor relations staff concerning problems, contract interpretation; participates in discussions & meetings regarding contract provisions as they apply to agency concerns. Serves as OCB representative/advocate in arbitrations, expedited arbitrations, non-tradition arbitrations & mediations. Prepares & argues cases in mediation & arbitration; sits second chair & advises agency advocates on methods of presenting cases. Researches cases for arbitration & mediation.	Knowledge of 1, 2, 3, 4, 5, 7*, 8* Skill in 9* Ability to 10, 11, 12, 13, 14, 15, 16
30	Participates in collective bargaining as team member or spokesperson. Provides training for agency labor relations officers. Involved in various stages of the grievance procedure. Meets with union & state agency representatives to resolve issues and settle grievances.	Knowledge of 1, 2, 3, 4, 5, 7*, 8* Skill in 9* Ability to 10, 11, 12, 13, 14, 15, 16
This position is in the unclassified service per 4117.10(D) of Ohio Revised Code & is overtime exempt.		* developed after employment

CLASS TITLE
Administrative Staff

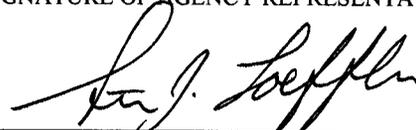
CLASS NUMBER
99580

APP 7-21-2005 AR

List Position Numbers and Class Titles of Positions Directly Supervised:

- PCN 50121.0 Administrative Staff (LRS)
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- PCN 50126.0 Administrative Staff (LRS)
- PCN 50127.0 Administrative Staff(LRS)

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

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Steven J. Loeffler, Deputy Director