

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
Collective Bargaining

POSITION CONTROL NUMBER
50126.0

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Labor Relations Specialist 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
50120.0 Admin. Staff (Asst. Mgr. of Labor Rel. & Training)

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
25	<p>Serves as Labor Relations Specialist (LRS) in training capacity. Newly appointed labor relations specialist serves in a training capacity for approximately 6 months with expressed intent of learning several state labor agreements, & to staff mediations & conduct expedited arbitrations. During first half year of employment, new labor relations specialist is expected to complete arbitration school conducted by the Office of Collective Bargaining & be certified by Manager of Dispute Resolution to become advocate for the state of Ohio.</p>	<p>Knowledge of (1) labor relations involving formal bargaining & negotiations with organized labor or management (e.g., mediation, arbitration, settlement, Ohio Revised Code (ORC) Chapter 4117 & OAC Chapters 123, 124);* (2) workforce planning, (3) Public Relations, (4) Human Resources, (5) DAS agency policies & procedures,* (6) government structure & process;* (7) Ohio Public Employment laws, labor relations practices, arbitration processes*. Skill in (8) Word Processing using Microsoft Office. Ability to (9) define problems, collect data, establish facts & draw valid conclusions; (10) originate business letters reflecting standard procedures; (11) understand technical manuals and verbal instructions; (12) prepare and deliver speeches before specialized audiences, e.g. HR conferences, and general public; (13) handle sensitive inquiries from contacts with officials & general public; (14) must process a valid Ohio drivers license.</p> <p>*developed after employment</p>

CLASS TITLE
Administrative Staff

CLASS NUMBER
99580

end sk 04/23/04

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Steven J. Loeffler
Steven J. Loeffler, Deputy Director

3/1/04

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

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20	Knowledgeable of all state labor agreements & issues related to contract administration. Serves as primary agency contact for purpose of responding to agency Labor Relations Officers (e.g. receives questions & problems & provides advice to contract interpretation & process under state labor agreements. Researches routine contract questions (uses state labor contracts, civil service and employment laws and rules, arbitration decisions, other reference materials, etc.) to document & determine responses to agency questions. Attends various committee meetings.	Knowledge of 1,* 2, 3, 4, 6,* 7* Skill in 8 Ability to 9, 10, 11, 12, 13, 14
20	Reviews grievances at various steps for assigned agencies & prepares responses (e.g. Step 3) grievance review to determine whether agency position is consistent/correct; conducts Step 4 grievance hearings & investigates & collects documentation for review & preparation of arbitrations; completes arbitration case summaries, determines Bureau of National Affairs (BNA) Coding & describes case for grievance review committee.	Knowledge of 1,* 7* Skill in 8 Ability to 9, 10, 11, 12, 13, 14
15	Assists in the preparation of expedited arbitration and suspension cases (prepares witnesses, documents, and other evidence for case presentation.) Writes opening and closing statements with Team Leader approval.	Knowledge of 1,* 7* Skill in 8 Ability to 9, 10, 11, 13, 14
15	Establishes relationship with agency Labor Relations Officers, union staff representatives, arbitrators and other related staff. Attends mandatory training (e.g. Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), Fair Labor Standards Act (FLSA), Labor Management, Arbitrations, etc.)	Knowledge of 1,* 3, 6,* 7* Skill in 8 Ability to 11 *developed after employment

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april 04/23/04 8K

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DATE



3/1/04

Steven J. Loeffler, Deputy Director