

<h1 style="margin: 0;">POSITION DESCRIPTION</h1>	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES
	AGENCY Department of Administrative Services
	DIVISION OR INSTITUTION Administrative Support Division
UNIT OR OFFICE Office of Employee Services	

POSITION NUMBER 20005414 (504.0)	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin
	USUAL WORKING TITLE OF POSITION Labor Relations Officer 3	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005412 (500.0) Human Resources Administrator 3
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.	
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JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
35	Under direction of Human Resources Administrator, plans, coordinates & monitors labor relations operations for Department of Administrative Services: interprets contractual requirements of all labor agreements with regard to agency policies; serves as hearing officer for advanced-step grievances; recommends settlement offers for labor grievances & prepares management responses; serves as management chair for all labor/management committees; works with union representatives to resolve policy disputes; may represent agency at arbitration hearings and at the mediation of grievances; operates motor vehicle for travel to offsite locations to conduct work related activities.	Knowledge of (1) interviewing; (2) labor relations/collective bargaining; (3) public relations; (4) agency policies & procedures*; (5) technical or business writing; (6) civil service laws, rules & regulations; Skill in (7) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, PowerPoint); Ability to (8) deal with large number of variables & determine specific course of action; (9) define problems, collect data, establish facts, draw valid conclusions & determine resolutions; (10) handle routine & sensitive inquiries from & contacts with government officials, employees, general public & union officials; (11) obtain & maintain a valid Ohio driver's license.
55	Works with Office of Employee Services (OES) staff team, division Human Resources Coordinators & management concerning bargaining contracts, problems & possible resolutions & to ensure fair & consistent administration of labor agreement & progressive discipline process: researches issues & gathers facts & documents in order to interpret contract provisions; acts as liaison with Office of Collective Bargaining; writes policy & monitors agency's work rules, policies & procedures for conformance with existing union contracts & applicable federal & state law; trains managers on bargaining unit contracts; prepares & reviews all fine/suspension/removal requests to ensure consistency & recommends appropriate discipline.	Knowledge of 1, 2, 3, 4*, 5, 6, (12) employee training & development. Skill in 7 Ability to 8, 9, 10, 11 (13) use proper research methods in gathering data.
10	Performs other related duties as assigned: prepares variety of management reports on status of grievances, arbitrations & discipline; may serve as hearing officer for small boards & commissions; attends & presents training. Position is in unclassified service per Section 124.11(A)(9) of Ohio Revised Code & is overtime exempt.	Knowledge of 2, 4*, 5, 6 Skill in 7 Ability to 8, 9, 10, 11, 13 *developed after employment

App'd 3-14-07 CB

List Position Numbers and Class Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3/13/07
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JOB CODE
 63473

JOB CODE TITLE
 Labor Relations Officer 3