

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
Labor Relations Specialist 4

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006558(50200.0) Adm. Staff (Mgr. LR & Dispute Resolution)

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
30	<p>Serves as mentor and coach for Labor Relations Specialists (LRS) 1, 2 & 3. Serves as team lead for some aspects of state labor relations programs. Performs all duties of LRS 1, 2, & 3 including serving as primary contact with assigned agency Labor Relations Officers (e.g., receiving most difficult agency questions, concerns & problems). Provides advice as to contract interpretation & process under all state labor agreements. Researches contract questions (e.g., uses state contracts, civil service & Ohio employment laws, arbitration decisions, reference materials) to document state resolution. Writes documentation & reviews all levels of cases from assigned agencies & prepares cases for presentation to compliance review committee; attends or conducts layoff committee meetings & presents agency cases (i.e., may require overnight travel & use of state vehicle); communicates Office of Collective Bargaining (OCB) decisions to agency.</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) DAS/OCB policies & procedures*; (7) government structure & process*. Skill in (8) operation of personal computer & associated hardware/software (e.g., Microsoft Office)*. Ability to (9) define problems, collect data, establish facts & draw valid conclusions; (10) prepare & deliver speeches before specialized audiences (e.g., HR conferences & general public); (11) handle sensitive inquiries from & contacts with officials & general public; (12) resolve complaints from citizens & government officials; (13) maintain cooperative relationships with customer agencies (14) must possess a valid Ohio driver's license.</p>
20	<p>Assist or lead agencies in conducting impact bargaining. Attends statewide bargaining as member of state's bargaining team. Prepares materials & documentation for use in state bargaining.</p>	<p>Knowledge of 1, 2, 3, 4, 5, 6*, 7*, Skill in 8*, Ability to 9, 10, 11, 12, 13, 14</p>

*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE



4/4/07

Steven J. Loeffler, Deputy Director

POSITION NUMBER
20006553 (50123.0)

CLASS TITLE
Administrative Staff

CLASS NUMBER
99580

ADD 5-7-07 (1A)

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20	Independently reviews all levels of grievances at various steps for assigned agencies & prepares various information & 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 BNA coding & describes case for grievance review committee. Assists LRS 1 & 2 in reviewing grievances. Assists lower level LRS's in reviewing all levels of cases for arbitration & involves Manager & Asst Manager of Labor Relations & Contract Compliance as appropriate.	Knowledge of 1, 2, 3, 4, 5, 6*, 7*, Skill in 8*, Ability to 9, 10, 11, 12, 13, 14
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20	Prepares & conducts issue arbitration cases, conducts disciplinary grievance arbitrations & assists in arbitration of full panel issue cases. Researches issues, prepares witnesses, writes questions & opening & closing statements, assists in writing briefs as determined by Manager & Asst. manager of Labor Relations & Contract Compliance.	Knowledge of 1, 2, 3, 4, 5, 6*, 7*, Skill in 8*, Ability to 9, 10, 11, 12, 13, 14
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10	Performs special assignments (e.g., manages various committees such as Section 36.05 Committee & Performance Evaluation Committee, Regional Worker Adjustment Committee; teaches at arbitration school). Represents OCB on committees & meetings outside of the division as the designee of the Deputy Director. Conducts training on agency labor relation's issues; attends & facilitates training from OCB & attends conferences & meetings. Attends agency labor relations & labor management meetings as requested. Assists in & creates training modules for seminars, conferences & meetings. Trains & assists lower ranking LRS as assigned.	Knowledge of 1, 2, 3, 4, 5, 6*, 7*, Skill in 8*, Ability to 9, 10, 11, 12, 13, 14
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This position is in unclassified service per Section 4117.10(D) of Ohio Revised Code and is overtime exempt.

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DATE



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