

# 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  
Manager- Labor Relations & Dispute Resolution

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

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
35	<p>Directs the state's conflict resolution program &amp; State Employees Relations Board (SERB) services: supervises conflict resolution &amp; SERB services staff; supervises staff &amp; state advocates in the preparation &amp; presentation of cases in mediation &amp; arbitration at various departments &amp; institutions statewide; oversees the research &amp; development of positions &amp; arguments in cases on behalf of the Office of Collective Bargaining (OCB).</p>	<p>Knowledge of (1) management; (2) labor relations involving formal bargaining &amp; negotiations with organized labor or management, labor conflict resolution (e.g., mediation, arbitration, settlement, Ohio Revised Code Chapter 4117 &amp; Ohio Administrative Code Chapters 123, 124)*; (3) employee training &amp; development; (4) supervision principles; (5) agency policies &amp; procedures*; (6) government structure &amp; process*; (7) labor relations principles, OCB rules &amp; regulations, arbitration process.</p> <p>Skill in (8) in operation of a personal computer &amp; associated hardware &amp; software (e.g., Microsoft Office)*.</p> <p>Ability to (9) define problems, collect data, establish facts &amp; draw valid conclusions; (10) prepare &amp; deliver speeches before specialized audiences (e.g., Human Relations conferences, &amp; general public); (11) handle sensitive inquiries from contacts with officials &amp; general public; (12) establish friendly atmosphere as division or large section chief; (13) resolve complaints from citizens &amp; government officials; (14) pass all requirements to attain admittance &amp; maintain affiliation in good standing with Ohio Bar Association.</p> <p>*developed after employment</p>

List Position Numbers and Class Titles of Positions Directly Supervised:  
 20006558 Admin Staff (LRS 4) 20006545 Admin Staff (LRS)  
 20006553 Admin Staff (LRS 4) 20006555 Admin Staff (LRS)  
 20006550 Admin Staff (LRS 3) 20006562 Admin Staff (LRS)  
 20006554 Admin Staff (LRS 2) 20006556 Admin Staff (LRS 2)  
 20006551 Admin Staff (LRS 2) 20006548 Admin Staff (LRS 3)  
 20006560 Admin Staff (Scheduler) 20006557 Admin Staff (LRS 2)

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

4/4/07

Steven J. Loeffler, Deputy Director

POSITION NUMBER  
20006558 (50200.0)

CLASS TITLE  
Administrative Staff

CLASS NUMBER  
99580

APP 5-7-07 (AY)

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25	Trains staff & ensures all advocates are prepared & kept up-to-date as to recent decisions & arguments used by unions in issue cases: conducts arbitration school at least twice each year; prepares instruction memorandum to OCB & agency staff defining contract interpretation issues.	Knowledge of 1, 2*, 3, 5*, 6*, 7* Skill in 8* Ability to 9, 10, 11, 13
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15	Develops training for OCB employees & other agency personnel who will serve as advocates in arbitration preparation & presentation: provides training to state agency labor relations officers, managers or employees as assigned. Revised training programs as necessary.	Knowledge of 2*, 3, 5*, 6*, 7* Skill in 8* Ability to 10
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15	Assists in selection of arbitrators for state's arbitration panels: prepares contracts for arbitrators & assures their completion; works with unions to ensure arbitrators comply with their contractual obligations; in cooperation with unions, trains arbitrators in methods & processes employed by state & its unions associated with grievance resolution; ensures arbitrator bills are paid & agencies are correctly billed for costs & services; regularly prepares & presents arbitrations; assists OCB & agency staff in preparation & review of cases scheduled for arbitration.	Knowledge of 1, 2*, 3, 5*, 6*, 7* Skill in 8* Ability to 9, 10, 11, 13
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10	Serves as negotiator in contract discussions: impact bargains various issues in cooperation with & on behalf of various agencies & represents OCB in various meetings; assists in preparing pleadings & documents before SERB, & makes public presentations regarding arbitration programs & proceedings.	Knowledge of 1, 2*, 3, 5*, 6*, 7* Skill in 8* Ability to 9, 10, 11, 13
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This position is in unclassified service per Section 4117.10(D) of Ohio Revised Code and is overtime exempt.

\*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:  
 20006558 (50100.0) Admin Staff (LRS 4) 20006545 Admin Staff (LRS)  
 20006553 (50123.0) Admin Staff (LRS 4) 20006555 Admin Staff (LRS)  
 20006550 (50124.0) Admin Staff (LRS 3) 20006562 Admin Staff (LRS)  
 20006554 (50140.0) Admin Staff (LRS 2)  
 20006551 (50125.0) Admin Staff (LRS 2)  
 20006557 (50160.0) Admin Staff (LRS 2)  
 20006560 (50202.0) Admin Staff (Scheduler)  
 20006548 (50110.0) Admin Staff (LRS 3)  
 20006556 (50203.0) Admin Staff (LRS 2)

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



4/4/07

Steven J. Loeffler, Deputy Director

POSITION NUMBER  
20006558 (50200.0)

CLASS TITLE  
Administrative Staff

CLASS NUMBER  
99580