

# 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  
OCB Labor Counsel 2

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
45	Under direction of Manager of Conflict Resolution & State Employees Relation Board (SERB) Services, plans, directs & coordinates legal services for Office of Collective Bargaining (OCB) involving statewide labor relations activities: makes recommendations to Deputy Director for collective bargaining regarding policy decisions required by new & current state laws, arbitration, court & SERB rulings, impact of new federal & state legislation &/or court decisions; supervises (e.g., plans & schedules assignments) & trains new employees; evaluates performance; authorizes leaves; recommends commendation & discipline; advises labor relations specialist/attorney & legal interns in preparation & presentation of cases before SERB; & provides specialized advice & counsel to Assistant Attorneys General in labor relations matters before the courts; ensures OCB legal staff provides timely & accurate advice to state agency personnel, labor staff & legal counsel.	Knowledge of (1) management; (2) Ohio Revised Code 4117 & Ohio Administrative Code 123, 124; (3) supervision principles; (4) agency policies & procedures*; (5) government structure & process*; (6) interviewing techniques; (7) Ohio laws & rules regarding labor relations, civil service. Skill in (8) operation of personal computer & associated hardware & software (e.g., Microsoft Office). Ability to (9) interpret variety of technical material in books, journals & manuals; (10) interview job applicants effectively; (11) gather, collate & classify information about data, people or things; (12) resolve complaints from angry citizens & government officials; (13) pass all requirements to attain admittance & maintain affiliation in good standing with Ohio Bar Association.
25	Works closely with Assistant Attorneys General assigned to OCB: advises counsel on OCB position, appropriate approach & strategy under labor law; provides legal research as necessary; negotiates on behalf of OCB as state's employer; reviews all unfair labor practice charges & reviews arbitration issue cases & recommends dispensation; assists advocates with case presentation & assists by sitting first or second chair on most critical cases; serves as primary liaison between OCB, Department of Administrative Services (DAS) Office of Chief Legal Counsel & the Attorney General.	Knowledge of 2, 3, 4*, 5*, 7 Skill in 8 Ability to 9, 11, 12, 13

\*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:  
20006547 (50121.0) Administrative Staff (OCB Labor Counsel I/LRS)  
20006561 (50304.0) Administrative Staff (Admin. Assistant)  
20006559 (50201.0) Administrative Staff (OCB Labor Counsel I PT)  
20006563 (50213.0) Admin Staff (Legal Intern)  
20006564 (50214.0) Admin Staff (Legal Intern)

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



4/14/07

Steven J. Loeffler, Deputy Director

POSITION CONTROL NUMBER  
20006561(50210.0)

CLASS TITLE  
Administrative Staff

CLASS NUMBER  
99580

APD 5-7-07 (JAY)

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99580

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10	Represents State of Ohio as advocate in arbitration & mediation proceedings: develops case theory & presents arbitration cases; prepares & conducts expedited arbitration cases & arbitration of full panel grievances (e.g., researches issues, prepares witnesses, writes questions, opening & closing statements; writes briefs as determined in arbitration process); prepares & enters into settlement agreements; authorized by Deputy Director to settle grievances on behalf of OCB; advises advocates on strategy to assist state agency labor relations advocates in preparation for their arbitration cases; reviews & investigates grievances at various steps of grievance procedures for assigned agencies.	Knowledge of 2, 3, 4*, 5*, 6, 7 Skill in 8 Ability to 9, 11, 13
15	Assists or leads agencies in conducting impact bargaining: attends statewide bargaining as member of state's bargaining team; prepares materials & documentation for use in state bargaining.	Knowledge of 2, 3, 4*, 5*, 6, 7 Skill in 8 Ability to 9, 11, 13
5	Under direction of Manager of Conflict Resolution & SERB Services, facilitates Arbitration School Program: develops training modules for OCB employees & other agency personnel who serve as advocates in arbitration preparation & presentation; revises training programs as necessary.	Knowledge of 2, 3, 4*, 5*, 6, 7 Skill in 8 Ability to 9, 11, 13

This position is in unclassified service per Section 4117.10(D) of Ohio Revised Code and is overtime exempt.

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20006564 (50214.0) Admin Staff (Legal Intern):

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



4/4/07

Steven J. Loeffler, Deputy Director