

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION

UNIT OR OFFICE
Office of Collective Bargaining

POSITION CONTROL NUMBER
20006569 (50303.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Adm. Asst. LR & Facilities

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006552 (50402.0) Admin. Staff (Fiscal Officer)

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:00 a.m. - 4:00 p.m.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
75	<p>Performs file processor functions for the Office of Collective Bargaining (OCB) (e.g., opens files, enters data, closes files, creates and maintains files for OCB grievance database to include tracking data via spreadsheets for suspensions, terminations, step 3's and fines; Tracks liability for fines and terminations cases; makes corrections in database). Performs secretarial functions as assigned (e.g., files, takes minutes at staff meetings & negotiation meetings as requested; schedules meetings to include Labor Management meetings for State of Ohio, & conferences & monitors calendars, composes correspondence & types documents, correspondence & memoranda regarding contract issues such as letters, reports, legal pleadings & documents to be filed with arbitrators, settlements & documents to be presented in negotiations & arbitration).</p>	<p>Knowledge of (1) labor relations*; (2) office practices & procedures; (3) agency policies & procedures*; (4) dictation or speedwriting. Skill in (6) operation of personal computer & associated hardware/software (e.g., Microsoft Office, MS Outlook); (7) operation of multi-line telephone system. Ability to (8) carry out simple instructions; (9) copy records precisely without error; (10) sort items into categories according to established methods; (11) use proper research methods to gather data; (12) answer routine telephone inquiries from public.</p>
15	<p>Provides logistical and hospitality coordination for OCB (e.g., review meeting calendar & coordinate room & equipment set-up; order food & refreshments for all large meetings; orders, receives, inspects & records delivery of supplies and subscriptions on Excel spreadsheet; tracks credit card payments via State of Ohio Pay Card. Serves as back up for OCB mediation/arbitration scheduling and union time release for all agencies. Liaison for BWC 10 Step Program. Serves as a trainer for Grievance Database program for OCB Academy.</p>	<p>Knowledge of 1*, 2, 3*, 4* Skill in 6* Ability to 7, 8, 9, 10, 11, 12.</p>
5	<p>Assists in preparation of mailings, labels, manuals, collating materials, & photocopies; proofreads, files & other miscellaneous administrative duties as assigned.</p>	<p>Knowledge of: 1*, 2, 3. Skill in 6, 7. Ability to 8, 9, 12.</p>
5	<p>Serves as relief staff for receptionist (e.g., answers multi-line telephone system, directs & forwards phone calls, takes messages, directs visitors, access OCB Receptionist email for meetings & staff call offs). Mail pickup & delivery (e.g., runs mail schedule, does special pickup & delivery).</p> <p>Position is in unclassified service per Section 4117.10(D), Ohio Revised Code</p>	<p>Knowledge of: 1*, 2, 3, 4*. Skill in 6, 7. Ability to 8, 9, 12.</p> <p>*developed after employment</p>

CLASS TITLE
Administrative Staff

CLASS NUMBER
99580

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



6/18/08

Michael P. Duco, Interim Deputy Director