

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

SERB Executive Director

SERIES NO.:

6162

MAJOR AGENCIES:

State Employment Relations Board only

EFFECTIVE DATE

SERIES PURPOSE:

The purpose of the SERB executive director occupation is to serve as chief executive officer to the State Employment Relations Board.

CLASS TITLE:

SERB Executive Director

CLASS NUMBER:

61621

EFFECTIVE DATE:

01/05/1997

CLASS CONCEPT:

The managerial level class works under administrative direction & requires thorough knowledge of management in order to serve as chief executive officer to State Employment Relations Board, direct & manage board operations & perform duties prescribed by board members in accordance with Chapter 4117 of Revised Code.

CLASS TITLE SERB Executive Director	CLASS NUMBER: 61621	BARGAINING UNIT: EX
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EFFECTIVE DATE:

01/05/1997

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as chief executive officer to State Employment Relations Board (i.e., SERB), directs & manages board operations,(i.e., implements all personnel actions such as hiring, dismissals, promotions & disciplinary actions, excluding those for personal staff of board members, prepares biennial budgets & confers with board members & Office of Budget & Management regarding budget preparation, recommends policy changes & programs to board members & is responsible for implementation of board policy) & performs other duties as prescribed by board members in accordance with Chapter 4117 of Revised Code.

Receives & reviews regular reports from SERB bureau chiefs,(i.e., Chief of Hearings, Chief of Bureau of mediation, Chief of Representation, Chief of Investigations, Chief of Research & Training) & labor relations board general counsel regarding actions performed, reports weekly to board members regarding day-to-day operations & staff activities, reviews or reports to board members recommendations of labor relations general counsel regarding amendments to SERB rules & regulations & confers with board in preparation of annual report of board operations.

Performs liaison & public relations tasks,(e.g., represents board at appropriate committee sessions in General Assembly such as Finance Appropriation Committee; serves as liaison with General Assembly in all matters affecting board; meets with representatives of employer & employee organizations to discuss procedural problems of cases coming before board or bureau chiefs; speaks to organizations regarding operation of SERB; serves as spokesperson to media & supervises media contacts; serves as agency's representative to national & international labor relations organizations).

MAJOR WORKER CHARACTERISTICS:

N.A.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate major program core coursework as required by university or college in labor & human resources, labor law, law, public or business administration; 4 yrs. exp. in labor & employee relations, two of which had to have been in administrative/supervisory capacity or 6 yrs exp. in labor & employee relations, two of which had to have been in administrative/supervisory capacity & included negotiation table responsibilities.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

N.A.

UNUSUAL WORKING CONDITIONS:

Requires travel.