

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

State Employment Relations Board Member

**SERIES NO.:**

6251

**MAJOR AGENCIES:**

State Employment Relations Board only

**EFFECTIVE DATE:****SERIES PURPOSE:**

The purpose of the state employment relations board member occupation is to act as chairperson on State Employment Relations Board & preside over meetings &/or execute laws & rules governing board in accordance with Chapter 4117. of Revised Code.

**CLASS TITLE:**

State Employment Relations Board Member

**CLASS NUMBER:**

62511

**EFFECTIVE DATE:**

03/30/1997

**CLASS CONCEPT:**

The managerial level class works under administrative direction & requires thorough knowledge of management in order to act as chairperson of State Employment Relations Board & preside over all meetings of board &/or execute laws & rules governing board in accordance with Chapter 4117 of Revised Code, promulgate amend & rescind rules & procedures, establish standard of person practicing before board, appoint required staff & executive director as outlined by Section 4117.02 (E) of Revised Code, create Bureau of Mediation, conduct prescribed analyses & study & make available findings, hold hearings pursuant to Chapter 4117 of Revised Code, train representatives of employee organization & public employer certify final board orders directly to Court of Appeals & file certified copy of transcript of proceedings whenever substantial controversy exist with respect to application & interpretation of Chapter 4117 of Revised Code, certify employee organization as exclusive representative for unit of employee & notify employer, determine appropriate collective bargaining unit, establish rules concerning conduct of representation elections & conduct same, declare employees exempt from collective bargaining, assign or disqualify examiners to conduct hearings, make written annual report to Governor & General Assembly detailing work completed, investigate unfair labor practice & intervene & appoint mediators to assist parties in collective bargaining disputes where impasse exists.

<b>CLASS TITLE:</b> State Employment Relations Board Member	<b>CLASS NUMBER:</b> 62511	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**

03/30/1997

**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.)**

Acts as chairperson of State Employment Relations Board & presides over all meetings of board &/or executes law & rules governing board in accordance with Chapter 4117 of Revised Code, promulgates, amends & rescinds rules & procedures in accordance with Chapter 119 of Revised Code, establishes standards of persons practicing before board, appoints executive director, attorneys, attorney-trial examiners, mediators, arbitrators, members of fact finding panels, directors for local areas & other employees as deemed necessary for proper performance of board's duties & prescribes employees' duties, assigns & disqualifies examiners & other agents conducting hearings, creates Bureau of Mediation to carry out functions provided in Section 4117.14 of Revised Code.

Conducts studies of problems involved in representation & negotiation & makes recommendations for legislation, holds hearings pursuant to Chapter 4117 of Revised Code when necessary or delegates said powers, trains representatives of employee organizations & public employers in rules & techniques of collective bargaining procedures, makes studies & analyses of & acts as clearing house of information related to conditions of employment of public employees throughout state, provides data available relating to wages, benefits & employment practices in public & private employment applicable to various localities & occupations to assist parties in resolving issues in negotiations, makes written annual report to Governor & General Assembly detailing work done & certifies final orders directly to Court of Appeals & files certified copy of transcripts of proceedings whenever substantial controversy exists with respect to application & interpretation of Chapter 4117 of Revised Code.

Certifies or denies certification of employee organization as exclusive representative of unit of employees & notifies employers of certification when granted, determines appropriate collective bargaining units, establishes rules concerning conduct of representation elections & conducts same & runoff elections, declares employees exempt from collective bargaining upon proper proof of religious conviction, investigates unfair labor practices & intervenes in collective bargaining negotiations when requested (i.e., fifty days before expiration date of agreement, investigates dispute to determine whether parties have engaged in collective bargaining; if impasse exists or forty-five days before expiration of collective bargaining agreement, if one exists, appoints mediator to assist parties; if impasse exists after mediator becomes involved or not later than thirty-one days before expiration date of agreement, appoints fact-finding panel within one day; board may continue mediation or order parties to engage in collective bargaining until agreement expires, or do both).

**MAJOR WORKER CHARACTERISTICS:**

N.A.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

3 yrs. trg. or 3 yrs. experience in labor relations or personnel practices.

-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:**

N.A.