

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

Labor Relations Specialist

SERIES NO.:

6341

MAJOR AGENCIES:

State Employment Relations Board only

EFFECTIVE DATE:

03/07/2004

SERIES PURPOSE:

The purpose of the labor relations specialist occupation is to conduct investigations of charges, petitions & challenges related to unfair labor practices, elections & disputed certifications & conduct elections as board agent.

At the lower level, incumbents review case files, travel throughout state or region to conduct investigations of charges, petitions & challenges related to unfair labor practices, elections & disputed certifications.

At the mid-level, incumbents act as lead worker/group leader over assigned staff on group assignments, travel throughout the state to conduct elections as board agent, mediate unfair labor practice & contract negotiation disputes.

At the highest level, incumbents supervise operations & assigned staff of labor relations section to include all representation & investigations operations.

This class series is exclusively for use by State Employment Relations Board.

Note: Mediation for this class pertains to matters under Section 4117.11, 12 & 13 of Ohio Revised Code.

CLASS TITLE:

Labor Relations Specialist 1

CLASS NUMBER:

63411

EFFECTIVE DATE:

06/18/2000

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of Ohio public employee collective bargaining laws & rules & investigative procedures & techniques in order to investigate unfair labor practice charges & petitions & mediate petitions & unfair labor practices without board finding of probable cause & maintain monthly completion schedule of less complex investigation & representation cases.

CLASS TITLE:

Labor Relations Specialist 2

CLASS NUMBER:

63412

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of labor-management relations, collective bargaining laws & SERB administrative rules pertaining to public sector collective bargaining & unfair labor practices in order to investigate & mediate unfair labor practice disputes involving board finding of probable cause &/or maintain accelerated monthly completion schedule of more complex investigation & representation cases (i.e., petitions for unit-determination section, petitions for severance from existing units, opt-in representation petitions, election objections, determinative challenged ballots).

CLASS TITLE:

Labor Relations Administrator

CLASS NUMBER:

63415

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The administrative level class works under general direction & requires extensive knowledge of Ohio public employee collective bargaining laws & rules, investigative procedures & techniques & general management principles in order to supervise operations & assigned staff of labor relations section to include all representation & investigations operations.

CLASS TITLE: Labor Relations Specialist 1	CLASS NUMBER: 63411	BARGAINING UNIT: EX
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EFFECTIVE DATE:
06/18/2000

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.)

In Investigations Section, mediates unfair labor practice disputes without board finding of probable cause, maintains average monthly total of 8 completed unfair labor practice charge investigations, 1 day spent in unfair labor practice mediation efforts & 1 day spent conducting elections, or equivalent,

OR

If assigned to Representation Section, meets & maintains average monthly total of 2 completed unfair labor practice charge investigations, 2 days spent conducting elections, or equivalent, occasionally investigates & mediates representation section cases involving complex issues (e.g., petitions for unit-determination election, petitions for severance from existing units, opt-in representation petitions, election objections, determinative challenged ballots), occasionally mediates representation section cases for which hearing is recommended or directed, presents representation section cases to board in absence of administrator.

Reads & reviews case files, travels throughout state to conduct investigations of charges, petitions & challenges related to unfair labor practices, elections & disputed certifications (e.g., interviews parties, representatives & witnesses; composes & proofreads correspondence requesting additional information, affidavits & related documentation), conducts special investigations upon request of board or executive director, performs analysis & evaluation of findings, writes & proofreads reports & recommendations concerning necessity for hearing or dismissal of charges, petitions & challenges & marks exhibits for submission.

Serves as designated agent of state employment relations board under direction of administrator of representation section in conducting elections to determine bargaining unit representation (e.g., maintains order; makes arrangements; posts notices; sets up process; counts & safeguards ballots; impounds ballots if challenged; certifies tallies; conducts run-offs; surveys post election challenges).

Serves as lead worker (i.e., provides guidance & training) for lower level employees, interns & administrative assistants on group assignments (e.g., training programs, special elections or investigations).

Responds to inquiries from public, representatives of employee organizations & public employees concerning public employee collective bargaining.

MAJOR WORKER CHARACTERISTICS:

Knowledge of Ohio public employee collective bargaining laws & rules*; public relations; investigation procedures & techniques*; law, labor relations or business administration, public administration or personnel administration; rules of evidence*; interviewing. Ability to conduct investigations of charges of unfair labor practices, gather & analyze documentation & recommend hearing or dismissal of charges; use proper research methods in gathering data; handle sensitive & routine inquiries from & contacts with public employers, officials of employee organizations, public & witnesses.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program or 24 mos. exp. in labor relations or business, public or personnel administration (e.g., unionism & collective bargaining, human resource policy, law of industrial relations, trade union administration, public sector collective bargaining, collective bargaining administration, compensation administration); 1 course or 3 mos. exp. in position involving any of following: public contact, interviewing, written business communication or public speaking; must be able to provide own transportation.

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel; may be exposed to persons who are irate or hostile.

CLASS TITLE: Labor Relations Specialist 2	CLASS NUMBER: 63412	BARGAINING UNIT: EX
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EFFECTIVE DATE:
03/07/2004

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.)

In Investigations Section, mediates unfair labor practice disputes involving board finding of probable cause &/or mediates contract negotiation disputes under direction of administrator of bureau of mediation, meets & maintains average monthly total of 15 completed unfair labor practice charge investigations, 1 day spent in unfair labor practice or contract negotiation mediation efforts & 1 day spent conducting elections, or equivalent,

OR

If assigned to Representation Section, meets & maintains average monthly total of 3.75 completed unfair labor practice charge investigations & 2 days spent conducting elections, or equivalent, routinely investigates & mediates representation section cases involving complex issues (e.g., petitions for unit-determination section, petitions for severance from existing units, opt-in representation petitions, election objections, determinative challenged ballots), routinely mediates representation section cases for which hearing is recommended or directed, consistently carries representation section case load in excess of 20 cases & presents representation section cases to board in absence of administrator.

Reads & reviews case files, travels throughout state to conduct investigations of charges, petitions & challenges related to unfair labor practices, elections & disputed certifications (e.g., interviews parties, representatives & witnesses; composes & proofreads correspondence requesting additional information, affidavits & related documentation), conducts special investigations upon request of board or executive director, performs analysis & evaluation of findings, writes & proofreads reports & recommendations concerning necessity for hearing or dismissal of charges, petitions & challenges & marks exhibits for submission.

Serves as designated agent of State Employment Relations Board under direction of administrator of representation section in conducting elections to determine bargaining unit representation (e.g., maintains order; makes arrangements; posts notices; sets up process; counts & safeguards ballots; impounds ballots if challenged; certifies tallies; conducts run-offs; surveys post election challenges).

Serves as lead worker (i.e., provides guidance & training) for lower level employees, interns & administrative assistants on group assignments (e.g., training programs, special elections or investigations).

Responds to inquiries from public, representatives of employee organizations & public employees concerning public employee collective bargaining.

MAJOR WORKER CHARACTERISTICS:

Knowledge of Ohio public employees' collective bargaining laws & rules*; public relations; investigation procedures & techniques; law, labor relations or business administration, public administration or personnel administration; rules of evidence*; interviewing. Ability to conduct investigations of charges of unfair labor practices, gather & analyze documentation & recommend hearing or dismissal of charges; use proper research methods in gathering data; handle sensitive & routine inquiries from & contacts with public employers, officials of employee organizations, public & witnesses.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program or 24 mos. exp. in labor relations or business, public or personnel administration (e.g., unionism & collective bargaining, human resource policy, law of industrial relations, trade union administration, public sector collective bargaining, collective bargaining administration, compensation administration); 1 course or 3 mos. exp. in position involving any of the following: public contact, interviewing, written business communication or public speaking.

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel; may be exposed to persons who are irate or hostile.

CLASS TITLE: Labor Relations Administrator	CLASS NUMBER: 63415	BARGAINING UNIT: EX
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EFFECTIVE DATE:

03/07/2004

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.)

Supervises operations & assigned staff of labor relations section to include all representation & investigations operations, administers & directs representation activity (e.g., elections; requests for recognition; unit determination & clarification; religious exemptions; rebate determinations & investigations of petitions; election objectives &/or determinative challenged ballots), receives & assesses all unfair labor practice (ULP) charges per Section 4117.19 of Ohio Revised Code to include, complaints & jurisdictional work dispute notices, receives facts & issues summaries, evaluates cases on basis of established elements for determination of probable cause, analyzes case documentation with executive director, general counsel & Attorney General's office, develops & recommends procedures to be used in conducting investigations concerning unfair labor practices, Section 4117.19 complaints, elections &/or representations, coordinates investigations & representation activity with related SERB activity (e.g., mediations & hearings), develops & administers methods for handling, evaluating & processing highly confidential documentation, negotiates pre-probable cause settlements & conducts most difficult &/or sensitive investigations & representation process & coordinates personnel policy relative to staff use of time & leave.

Receives, reviews & assesses investigation & representation reports & submits written or oral recommendation to board (e.g., case dismissal; further actions; ULP findings; consent election agreements; post election objections & challenges; requests for recognition; investigation of rebate & religious exemption matters; directs & monitors investigation & representation process & progress).

Directs & oversees maintenance of accurate case records & compiles data for periodic reports; develops & submits reports on number of cases & current progress; establishes & monitors case record system.

Provides technical assistance, expertise &/or advice in area of investigations & representation; attends meetings, seminars & training sessions to provide &/or obtain information in area of investigations & representation; responds to inquiries from parties involved in investigation & representation matters (e.g., public employers; employees & employee organizations; general public; elected officials & agency personnel).

MAJOR WORKER CHARACTERISTICS:

Knowledge of general management*; supervisory principles/techniques*; agency & state statutes, rules, regulations &/or procedures applicable to assigned specialty area (e.g., Chapter 4117 of Revised Code, SERB Administrative Rules)*; investigation procedures & techniques; rules of evidence; labor relations; public relations; human relations (e.g., behavioral or social science, psychology, sociology); interviewing principles/techniques; law, labor relations or public, business or personnel administration; written communication (e.g., English composition & grammar, technical writing; business communication); effective oral communication (e.g., speech). Ability to handle sensitive inquiries from & contacts with employees, employers, officials & general public; define problems, collect data, establish facts & draw valid conclusions; use proper research methods in gathering data; gather, collate & classify information about data, people or things; recommend hearing or dismissal of charges.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program or 36 mos. exp. in law, labor relations or public, personnel or business administration; 3 courses or 9 mos. exp. in human relations (e.g., behavioral or social science, sociology, psychology); 3 courses or 9 mos. exp. in effective oral communication (e.g., speech, inter-personal communication, small group communication); 1 course or 3 mos. exp. in interviewing principles & techniques; 1 course or 3 mos. exp. in public relations; valid driver's license.

Note: If graduate core program did not include labor relations coursework, applicant must also have either 16 quarter hours or 24 semester hours or 9 mos. exp. in labor relations.

-Or 12 mos. exp. as Labor Relations Specialist, 63411; valid driver's license.

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Travel required.