

STATE OF OHIO (DAS)

CLASSIFICATION

SPECIFICATION

CLASSIFICATION SERIES:

Labor Relations Board General Counsel

SERIES NO.:

6343

MAJOR AGENCIES:

State Employment Relations Board only

EFFECTIVE DATE:**SERIES PURPOSE:**

The purpose of the labor relations board general counsel occupation is to act as in-house counsel for State Employment Relations Board (i.e., SERB).

CLASS TITLE:

Labor Relations Board General Counsel

CLASS NUMBER:

63431

EFFECTIVE DATE:

01/05/1997

CLASS CONCEPT:

The management level class works under administrative direction & requires thorough knowledge of management in order to act as in-house counsel for State Employment Relations Board, act as liaison between Board & Office of Attorney General regarding Board's legal position on charge cases, all cases pending in court & day-to-day conduct of cases, advise board members & SERB staff on legal matter, coordinate drafting of & develop/draft board proposed legislation or legislation amendment, review rules & regulations of SERB for update development/revision (e.g., draft refinements) to be promulgated by Board members & perform various agency related miscellaneous tasks as assigned.

CLASS TITLE: Labor Relations Board General Counsel	CLASS NUMBER: 63431	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.)

Acts as in-house counsel for State Employment Relations Board, plans, develops & writes Board directives & opinions, coordinates opinion writing of other SERB staff, acts as liaison between Board & Office of Attorney General & confers regarding Board's legal position on charge cases, all cases pending in court & day-to-day conduct of cases (e.g., confers regarding policy decisions as to direction of litigation after consultation with Board) & advises Board members & SERB staff on various other legal matters (e.g., advises Board & staff on court actions affecting SERB; ensures SERB sections & Board members understand & are in compliance with court directives & recommends appropriate Board responses/corrective measures; through legislative liaison officer, monitors & keeps Board advised of pending legislation affecting public sector collective bargaining & recommends proposed legislative amendments; serves as advisor to hearing officers concerning changes in Board policy; advises sections regarding their responses to union, employer &/or employee inquiries & regarding problems arising related to each section's activities; advises Board on legal sufficiency of evidential investigations done by SERB sections & of legal implications of positions taken by involved parties & suggests to sections other avenues of investigation when gaps exist in investigative process, in order to give Board full accounting of facts & recommend course of action).

Coordinates drafting of & develops/drafts Board proposed legislation or needed legislation amendments & on on-going basis, reviews SERB's rules & regulations for update development/revision to be promulgated by Board members, for efficient & effective operation of SERB (i.e., maintains file on SERB rules & regulations needing refinements, drafts all refinements & reviews rules of other states & national Labor Relations Board in order to perform same).

Performs various agency related miscellaneous tasks (e.g., makes presentation at Board meetings for executive director in his/her absence; works with Research Section to develop statistics in preparation for litigation; develops system for making Board orders & reviews rules of other states & National Labor Relations Board in order to perform same).

MAJOR WORKER CHARACTERISTICS:

Knowledge of Chapter 4117 of Revised Code & Administrative Rules of State Employment Relations Board*; law (e.g., labor law covering federal regulation of labor-management relations, legislation covering legislative drafting &/or statutory interpretation; legal counseling; labor relations; public relations; effective communication techniques. Ability to interpret extensive variety of technical, legal material in books, journals &/or manuals; deal with many variables & determine specific action; understand technical manuals, verbal instructions &/or directives; handle sensitive inquiries from & contacts with officials; use proper research methods in gathering data; prepare legislation amendments & draft rule & regulation refinements; define problems, collect data, establish facts & draw valid conclusions; prepare & deliver speeches before specialized audiences & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Admission to Ohio Bar pursuant to Section 4705.01 of Revised Code; 3 yrs. exp. as labor attorney handling labor-management material including representation, unfair labor practice & negotiation table activities, 6 mos. of which must have been for public sector agency or public employee organization.

-Or equivalent of Minimum Class Qualifications For Employment noted above may be substituted for the experience required, but not for the mandated licensure.

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

N.A.

UNUSUAL WORKING CONDITIONS:

May require travel.