

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
Labor Relations Opinion Writer

SERIES NO.:
6346

MAJOR AGENCIES:
State Employment Relations Board only

EFFECTIVE DATE

SERIES PURPOSE

The purpose of the labor relations opinion writer occupation is to perform legal research regarding labor relations issues & appeals in order to write decisions, legal opinions & position papers on behalf of State Employment Relations Board members.

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

CLASS TITLE
Labor Relations Opinion Writer

CLASS NUMBER:
63461

EFFECTIVE DATE
08/04/1996

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of practice of law, labor relations principles & practices & Ohio public employee collective bargaining laws & rules in order to perform legal research to obtain & provide information for position papers, documents, reports & correspondence & develop & write legal opinions & position papers on behalf of members of State Employment Relations Board.

CLASS TITLE Labor Relations Opinion Writer	CLASS NUMBER: 63461	BARGAINING UNIT: EX
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EFFECTIVE DATE

08/04/1996

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.)

Performs legal research regarding appeals &/or issues to obtain & provide information for position or opinion papers, documents, reports &/or correspondence, receives or obtains information pertinent to case under review directly from board members, researches data relative to formal objections received by board after release & publication of opinions, obtains background or precedential data for inclusion in case documentation with board decisions & publications, attends &/or conducts discussions to obtain information for incorporation into documents or reports & compiles data & documentation relative to communication of opinions & positions.

Plans, develops & writes decisions, legal opinions & position papers on behalf of State Employment Relations Board members; drafts decision documentation &/or opinion statements (e.g., issue by issue memo, minority opinion paragraphs, possible footnotes), develops objective comparison into opinion or position & reviews, revises & prepares final copy to fulfill variety of purposes (e.g., precedential value, inform general public, satisfy parties that each legal issue has been addressed, define issues & detail authority with support & documentation).

Meets with board members relative to final determinations, opinions or positions on cases or issues under consideration before SERB; provides information, expertise &/or services to board members for parties seeking board's assistance (e.g., other SERB employees, public officials); attends meetings &/or conferences.

Presides over quasi-judicial hearings of most critical, sensitive or controversial cases as required by Section 4117.12, Revised Code, on occasional basis (e.g., reviews case material relating to hearing issues; analyzes, collects & documents data to support proposed determinations; prepares reports of findings, conclusions of law & proposed opinions for submission to board members for disposition).

MAJOR WORKER CHARACTERISTICS:

Knowledge of Ohio public employee collective bargaining laws & rules*; public relations*; investigation procedures & techniques*; interviewing principles & techniques pertaining to legal matters; law; labor relations or business, public or personnel administration; rules of evidence. Ability to perform legal research; develop & write legal opinion statements, complex reports & position papers concerning labor relations issues; analyze legal issues; handle sensitive inquiries from officials & public.
(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Licensure to practice law in State of Ohio in accordance with Section 4705.01, Revised Code.

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

Biennial renewal of licensure to practice law in State of Ohio.

UNUSUAL WORKING CONDITIONS:

Not applicable.