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 higher 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.

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.

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**JOB TITLE**
Labor Relations Specialist 1

**JOB CODE**
63411

**PAY GRADE**
12

**EFFECTIVE**
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.

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**JOB TITLE**
Labor Relations Specialist 2

**JOB CODE**
63412

**PAY GRADE**
13

**EFFECTIVE**
06/18/2000

**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).
JOB TITLE: Labor Relations Specialist 1  
JOB CODE: 63411  
B. U.: 22  
EFFECTIVE: 06/18/2000  
PAY GRADE: 12

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**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.

**COMPETENCIES**

Communicating with Supervisors, Peers, or Subordinates
Resolving Conflicts and Negotiating with Others
Establishing and Maintaining Interpersonal Relationships
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.
**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.

**COMPETENCIES**
Communicating with Supervisors, Peers, or Subordinates
Resolving Conflicts and Negotiating with Others
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**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.