

STATE OF OHIO (DAS)

CLASSIFICATION

SPECIFICATION

CLASSIFICATION SERIES:

Administrative Law Judge

SERIES NO.:

6342

MAJOR AGENCIES:

SERB and SPBR only

EFFECTIVE DATE:

9/16/2018

SERIES PURPOSE:

The purpose of the SERB/SPBR administrative law judge occupation is to administer & conduct quasi-judicial hearings program concerning labor relations & collective bargaining issues in accordance with provisions of Ohio Revised Code & State Employment Relations Board administrative rules & administer and conduct quasi-judicial hearings program concerning civil service and public employment risk reduction issues in accordance with provisions of Ohio Revised Code and State Personnel Board of Review administrative rules.

At the lower level, incumbents preside over quasi-judicial hearings concerning most critical, difficult, sensitive or controversial collective bargaining issues such as grievances, unfair labor practices & questions of certification as required by Chapters 119 & 4117 of Revised Code &/or preside over quasi-judicial hearings as required by Chapters 119, 124, & 4167 of Revised Code & conduct investigations as required by Sections 124.40 & 124.56 of Revised Code.

At the higher level, incumbents administer, direct & coordinate quasi-judicial hearing program of State Employment Relations Board & supervise administrative law judges & other support staff.

This class series is exclusively for use by State Employment Relations Board (i.e., SERB) & State Personnel Board of Review (i.e. SPBR).

JOB TITLE

Administrative Law Judge

JOB CODE

63421

PAY GRADE

15

EFFECTIVE

09/16/2018

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of practice of law, Ohio collective bargaining laws & rules, labor law pertaining to federal regulation of labor-management relations & quasi-judicial hearing process & procedures in order to preside over various types of quasi-judicial hearings, as required by Chapters 119 & 4117 of Revised Code, for cases of moderate effect or statewide scope, review evidence, research for related data to legal & procedural questions about issues under consideration & develop & prepare hearing findings & recommendations for State Employment Relations Board & preside over quasi-judicial hearings as required by Chapters 119, 124, & 4167 of Revised Code, prepare reports & recommend final disposition to members of State Personnel Board of Review, advise interested party on matters pertaining to civil service laws, review proposed administrative rules filed by other agencies, draft administrative rules to be promulgated by agencies, & perform public relations activities.

JOB TITLE

Chief Administrative Law Judge

JOB CODE

63425

PAY GRADE

16

EFFECTIVE

09/16/2018

CLASS CONCEPT:

The administrator level class works under general direction & requires thorough knowledge of law, labor-management relations, Ohio collective bargaining laws & rules, Ohio civil service laws and rules, Ohio public employment risk reduction laws and rules & quasi-judicial hearing process & procedures in order to administer, direct & coordinate quasi-judicial hearing program of SERB, supervise administrative law judges & support staff & provide legal advice on cases, contracts, court litigation; rules & policies of agency.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Administrative Law Judge	63421	35	09/16/2018	15

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.)

Conducts & presides over quasi-judicial hearings, as required by Chapter 119 & Section 4117.12 of Revised Code, for various types of cases (e.g., unfair labor practices; mediation matters & representation matters including questions of certification, decertification, or amendment of certification) of moderate effect or state-wide scope, regulates time & course of hearings (e.g., administers oaths & affirmations; rules on motions & evidence submitted; questions witnesses; maintains order; makes procedural determinations; governs presentation of testimony), conducts conferences for settlement, simplification, or adjustment of issues, & reviews all evidence, documentation & matters of law pertinent to assigned cases & presides over quasi-judicial hearings as required by Chapters 119, 124, & 4167 of Revised Code, conducts investigations as required by Sections 124.40 & 124.56 of Revised Code, prepares detailed, written reports & recommendations based upon evidence taken at hearings or obtained through investigations & recommends final disposition to members of State Personnel Board of Review.

Performs research or case review to develop reports, documentation or determination; reviews matters of case evidence, interprets testimony & searches precedents; performs research on questions related to assigned hearings or responds to inquiries from board personnel, public officials, employees, attorneys & other interested or concerned parties; reviews cases under appeal, exceptions to findings & petitions filed with SERB to update job knowledge in order to be able to handle same or similar issues.

Prepares hearing findings, reports & other case or research documentation; develops findings & recommendations on basis of hearings & review processes; summarizes issues; prepares reports of findings & recommendation to board; drafts proposed opinions & orders; develops research documentation & reports; reviews, proofs & submits reports, letters & documents.

Advises, public officials, employees, attorneys & other interested parties on matters pertaining to civil service law by telephone &/or letter, reviews new appeals & requests for investigations to determine if within jurisdiction of SPBR & performs legal research for board members when necessary.

Reviews administrative rules submitted by director of administrative services & other agencies for approval by members of SPBR; drafts administrative rules for promulgation by SPBR; represents SPBR as speaker at seminars on civil service law; organizes seminars &/or prepares written material for seminars; interviews prospective employees; represents SPBR in business relations with other state agencies; supervises clerical & legal employees in absence of Chief Administrative Law Judge; performs other administrative tasks as required.

Performs miscellaneous administrative duties in service to SERB (e.g., participates in developing training seminars to include development of program materials & presentations for customers; prepares materials for SERB's publications); assists with training of employers, employees, & employee organization personnel in principles & practices of collective bargaining &/or on functions & operations of SERB; provides information on questions of law & procedure upon request.

MAJOR WORKER CHARACTERISTICS:

Knowledge of Chapters 119, 124, 4117 & 4167 of Revised Code & administrative rules of State Employment Relations Board & State Personnel Board of Review*; quasi-judicial hearing process & procedures; public relations*; rules of evidence; interviewing principles & techniques*; labor law pertaining to federal regulation of labor-management relations; labor relations; Ohio civil service law; Ohio public employment risk reduction law; employee training & development*. Skill in use of computer terminal*; operation of motor vehicle. Ability to deal with many variables & determine specific action; conduct formal hearings; work alone on most tasks; handle sensitive inquiries from & contacts with officials & general public; resolve complaints from employees & government &/or union officials; interpret extensive variety of legal & technical information & determine specific action; develop complex reports & position papers.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Admission to Ohio Bar pursuant to Section 4705.01 of revised code; 6 mos. exp. as licensed attorney or 12 mos. exp. in labor relations/collective bargaining with state or federal labor relations agency or 12 mos. experience in Ohio civil service law; 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 infrequent overnight travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Chief Administrative Law Judge	63425	35	09/16/2018	16

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.)

Administers, directs & coordinates quasi-judicial hearing program of State Employment Relations Board, serves as Chief Administrative Law Judge & SPBR Principal Administrative Officer, assists SERB Executive Director & General Counsel in planning, developing & establishing hearings program policies & procedures (e.g., develops internal time guidelines of hearing activities; develops, reviews or recommends amendment to related administrative rules; makes recommendations regarding fiscal, personnel & hearing related matters) in accordance with Chapters 119, 124, 4117 & 4167 of Revised Code & SERB & SPBR administrative rules, supervises all Administrative Law Judges & support staff (i.e., trains & evaluates, approves/ disapproves leave requests, recommends disciplinary action, assigns & coordinates selection & scheduling of cases), provides legal advice on cases, contracts, court litigation, rules & policies of agency & coordinates central & regional operations as necessary.

Presides over quasi-judicial hearings as required by Chapters 119, 124, 4117 & 4167 of Ohio Revised Code, to include most critical, sensitive or controversial (e.g., novel, complex) cases (e.g., case requiring requesting law firms to disqualify themselves due to conflict of interest under rules of professional ethics; case requiring precedent-setting), reviews case material relating to issues (e.g., investigation reports), analyzes matters lacking precedent resolution to clarify issues or facilitate proposal determination, collects, compiles & documents data supporting determinations & prepares reports of findings, recommendations & proposed opinions to submit to members of board for disposition, advises SERB Board members and SPBR Board members, upon request.

Represents agency at meetings, proceedings, training sessions &/or seminars (e.g., gives speeches in other states regarding legal topics, SERB programs & other subjects; appears in court as expert witness); coordinates case activity with other board operations &/or consults with other sections (e.g., consults with General Counsel regarding appropriate unit for purposes of collective bargaining).

MAJOR WORKER CHARACTERISTICS:

Knowledge of Chapters 119, 124, 4117 & 4167 of Revised Code & administrative rules of State Employment Relations Board & State Personnel Board of Review*; quasi-judicial hearing process & procedures; public relations; rules of evidence, interviewing principles & techniques; labor law covering federal regulation of labor-management relations; Ohio civil service law; Ohio public employment risk reduction law; general management*; supervisory principles/ techniques*; employee training & development; labor relations. Ability to interpret extensive variety of legal & technical information & determine specific course of action; write, review &/or edit hearing procedures & administrative law judge reports; use proper research methods in gathering data; prepare & deliver speeches for general & technical audiences; prepare complex reports & position papers; handle sensitive contacts with & inquiries from officials, employees & public; resolve angry complaints from employees, government or union officials &/or public; conduct formal hearings.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Licensure to practice law in state of Ohio; 24 mos. exp. acting as representative for employer, union or employee in labor negotiations or civil service administration, or as hearing officer conducting quasi-judicial hearings regarding collective bargaining issues or civil service law, or as arbitrator or mediator, or handling trial, appellate or formal administrative law cases.

-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:

Training may be required.