

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

Labor Relations Mediator

**SERIES NO.:**

6344

**MAJOR AGENCIES:**

State Employment Relations Board only

**EFFECTIVE DATE:**

09/07/2014

**SERIES PURPOSE:**

The purpose of the labor relations mediator occupation is to ensure State's efforts to meet needs of public employees & unions for dispute resolution services in order to improve labor relations & prevent strikes.

Incumbents serve as a neutral third party to intervene in negotiations at impasse or unfair labor practice proceedings, mediate disputed issues between public employers & employee organizations to reach an agreement without recourse of a work stoppage & interruption of public services & act as a facilitator in development of labor-management committees & training programs to improve the collective bargaining relationship.

This class is exclusively for use by State Employment Relations Board for mediation as provided by Section 4117.14 of Revised Code.

**JOB TITLE**

Labor Relations Mediator

**JOB CODE**

63441

**PAY GRADE**

15

**EFFECTIVE**

09/07/2014

**CLASS CONCEPT:**

The full performance level class works under general direction & requires thorough knowledge of labor law, labor-management relations, state laws & State Employment Relations Board rules pertaining to public sector collective bargaining & unfair labor practices, public taxation & finances, effective written & oral communication techniques & public & human relations in order to intervene in negotiations at impasse & any pending unfair labor practice proceedings related to contract negotiations (i.e., as filed & processed under Section 4117.14 of Revised Code), mediate disputes between public employers & employee organizations to prevent work stoppages & interruption of public services, analyze negotiation data & calculate related economic effects, develop labor management committees & training programs, facilitate interest based bargaining sessions & prepare mediation activity reports.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
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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.)**

Intervenes in negotiations at impasse to mediate disputed issues between employers &/or their representatives & employee organization representatives as neutral third party (i.e., assists participants in collective bargaining by offering suggestions & recommendations, directing talks & pointing out available &/or possible solutions to problems, develops strategies for settlements, delineates issues for settlement & alerts parties to possible ramifications of courses of action), attempts through all means possible to resolve impasses prior to fact-finding which reduces agency's cost of fact-finding while promoting view that parties are better served by settlement of their own making than through intervention of fact-finder &/or strikes, plans, arranges & conducts mediation efforts, sessions, meetings & activities between date of assignment & date of settlement as needed by parties, conducts interest based bargaining training & facilitates negotiation sessions as needed to assist parties in reaching negotiated settlement.

Secures, reviews & researches current negotiation/impasse data (e.g., file information regarding involved parties, current contract information) in preparation for current mediation activities & obtains, analyzes & interprets other negotiation/impasse information (e.g., historical cases), initiates discussions, holds meetings &/or makes inquiries in order to explore available alternatives & remains up-to-date regarding new provisions, programs &/or methods in bargaining process & labor relations for aid in handling future cases, conducts speaking engagements & mediates unfair labor practice cases upon request of parties & at other times as directed & adheres to labor law, State Employment Relations Board precedents & court decisions affecting outcome of unfair labor practices.

Plans, develops & prepares documentation reports & statements (e.g., reports reflecting results of mediation effort, reports reflecting mediation process & progress, statements reflecting conclusions, findings &/or recommendations), maintains accurate related records, operates motor vehicle to drive to & from mediation sessions over entire state (e.g., approximately 35,000-40,000 miles per year), operates word processor to produce correspondence or documents, develops training materials & exercises & presents labor-management cooperation program training to public employers & unions statewide to facilitate good relations during life of union contracts; mediates unfair labor practice proceedings as filed & processed under Sections 4117.11, 4117.12 & 4117.13 of Revised Code as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of Chapter 4117 of Ohio Revised Code & all related administrative rules of State Employment Relations Board; Code of Professional Conduct for Labor Mediations; public relations; human relations; labor law (e.g., topics of federal regulation of labor-management relations involving union organization, collective bargaining, strikes & boycotts, with focus upon National Labor Relations Act or federal regulation of labor-management relations involving administration & enforcement of collective bargaining agreements, labor arbitration, internal union affairs & public employment considerations); labor & human resources (e.g., unionism & collective bargaining, law of industrial/labor relations, public sector collective bargaining, collective bargaining administration, issues in human resource policy, union management issues, social psychological aspects of human resource problems); business administration; management sciences (e.g., administrative behavior, collective bargaining administration); effective oral communication techniques. Skill in operation of motor vehicle; word processor\*. Ability to deal with many variables & determine specific action; gather, collate & classify information about data, people or things; develop good rapport with opposing parties in dispute; resolve complaints from angry citizens & government officials; define problems, collect data, establish facts & draw valid conclusions; use proper research methods in gathering data; prepare meaningful, concise & accurate reports.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

7 years collective bargaining experience or equivalent closely related experience (e.g., personnel or business or public administration, or employee relations or industrial relations); 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 extensive travel; on 24-hour call; may work weekends & holidays; may work 12 to 14 hrs. per day frequently; may work continuously for 24 or more hrs. to prevent or end strike; may be exposed to violence on picket lines.