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

**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 & 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 & statutory interpretation; legal counseling; labor relations; public relations; effective communication techniques. Ability to interpret extensive variety of technical, legal material in books, journals & manuals; deal with many variables & determine specific action; understand technical manuals, verbal instructions & 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.