

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS103000

DIVISION OR INSTITUTION
Office of Collective Bargaining

UNIT OR OFFICE
Operations & Analysis

COUNTY OF EMPLOYMENT
Franklin

*This row is for Information
Technology classifications ONLY*

PRIMARY TECHNOLOGY (IT ONLY)

SECONDARY TECHNOLOGY (IT ONLY)

*This row is for Program Administra-
tors & Project Managers ONLY*

Identify Program or Project
OCB Projects

Estimated Duration of Project
Undetermined

☐ Reclassification

☐ New Position

☒ Update

Position Hyperlinked to ☐
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Operations Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

☒ Permanent
☐ Temporary
☐ Intermittent

☐ Classified

☒ Unclassified

Overtime: ☐ Eligible ☒ Exempt

Bargaining Unit

If FLSA Exempt, exemption type:

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NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 am

TO:

5:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	Serves as a Project Manager of Analysis & Operations for the Office of Collective Bargaining (OCB): manages OCB related projects such as the Electronic Grievance Filing System, WILMAPC & Business Continuity as well as gathering of data to prepare for negotiations; develops & implements policies & procedures (e.g. Statistics, Analysis & Electronic Grievance Filing); responsible for review OCB fiscal activities (e.g., Allotments, Rate changes, cash balances); supervises Analysis & Operations Unit staff (e.g., approves leave & time reports); participates in negotiations.	Knowledge of: (1) budgeting; (2) accounting; (3) management (4) supervision; (5) government structure & process involving legislation; (6) DAS agency policies & procedures*; (7) payroll systems; (8) IBM mainframe, LAN. Skill in (9) operation of personal computer & associated software (e.g. Microsoft Office). Ability to (10) understand & apply GAAP (generally accepted accounting principles); (11) define problems, collect data, establish facts & draw valid conclusions; (12) handle sensitive inquiries from & contacts with officials & general public; (13) interview job applicants effectively; (14) prepare & deliver speeches before specialized audiences; (15) originate instructions & specifications concerning proper use of equipment; (16) develop complex reports & position papers; (17) use proper research methods in gathering data.
35	Furnishes information to unions & management (e.g., demographic & wage information about bargaining unit employees), gather & analyze data to prepare for negotiations & analysis & costing during & after negotiations; acts as liaison & gathers information from other states &/or interstate organizations (e.g., NASDER & OAKS, etc) for information requests in reference to state of Ohio's employment process; services as liaison to Office of Budget & Management & Joint Health Care Committee.	Knowledge of 1, 2, 3, 4, 5, 6*, 7, 8, (18) labor relations involving formal bargaining & negotiations with organized labor or management, labor conflict resolution (e.g., mediation, arbitration, settlements, ORC Chapter 4117 & OAC Chapters 123, 124)*; Skill in 9 Ability to 11, 12, 14, 15, 16, 17, (19) statistical analysis *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Signature]

1/30/17

POSITION NUMBER
20006573

JOB TITLE
Project Manager I

JOB CODE
63381

Amend 1/30/17 AC

