NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Employee Relations Specialist 2	64662C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under administrative direction from administrative personnel, directs operations & supervises staff in area of labor relations, representing agency in collective bargaining & resolution of disputes; develops policies; researches labor relations areas; provides liaison & informational services.

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	14-24	Plans, directs & coordinates labor relations activities within agency; supervises labor relations staff.	Knowledge of (1) management, (2) supervision, (3) office practices & procedures, (4) labor relations, (5) government structure & process; ability to (6) establish friendly atmosphere as supervisor.
2	35-41	Represents agency in all disputes & all other labor-related issues; acts as lead negotiator in collective bargaining; drafts labor/management agreements; promotes understanding of agency goals & objectives among employees; assists legal representatives in cases before personnel board of review.	Knowledge of 4, 5, (7) public relations; ability to (8) define problems, collect data, establish facts & draw valid conclusions, (9) prepare & deliver speeches, (10) handle sensitive inquiries & contacts & resolve angry complaints.
3 (805)	2-12	Develops, writes & issues policies & procedures relating to labor relations.	Knowledge of 1, 4, 5; ability to 8, (11) write instructions & specifications.
4	12-22	Gathers information & data relative to labor relations & pending legislation in area of labor relations; prepares reports; attends meetings, seminars, conferences & hearings to obtain information; performs research.	Knowledge of 4, 5; ability to 8, (12) gather, collate, classify information about data, people & things.
5 123:1-7-17	14-24	Provides information, data, advice & training in area of labor relations; provides liaison services when necessary.	Knowledge of 4, 5, 7; ability to 9, 10.

*Developed after employment

UNUSUAL WORKING CONDITIONS: Requires overnight travel.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 6 courses in labor relations/management (or 6 mos. exp.); 6 courses in government (or 6 mos. exp.); 3 courses in public relations (or 3 mos. exp.); 1 course in speech (or 1 mo. exp.); or equivalent.

TRAINING & DEVELOPMENT: