

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM AVENAL STATE PRISON		POSITION NUMBER (Agency-Unit-Class-Serial) 026-261-9529-001		MCR / HCR 1
DIVISION / UNIT ADULT DIVISIONS/CORRECTIONAL FACILITY		CLASSIFICATION TITLE LABOR RELATIONS ANALYST		
		WORKING TITLE LABOR RELATIONS ANALYST		
		TIME BASE / TENURE FT/P	CBID E97	WWG E
LOCATION ADMINISTRATION		INCUMBENT		EFFECTIVE DATE
CDCR'S MISSION and VISION				
<p>Mission We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION				
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.				
DIVISION OVERVIEW				
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS Under the direct supervision of the Warden and indirect supervision of the Chief Deputy Warden, the Labor Relations Analyst provides the Warden, managers and supervisors with advice and assistance on all employer/employee labor relation matters. The Labor Relations Analyst acts as the liaison with the Office of Labor Relations and related institution activities.				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS The Labor Relations Analyst provides the Warden, managers and supervisors with advice and assistance on all employer/employee labor relation matters. The Labor Relations Analyst acts as the liaison with the Office of Labor Relations and related institution activities.				
% of time performing duties		Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.		
40%		Advises local management and staff regarding interpretation and application of contract provisions for eleven (11) current employee contracts. Monitors local operations/procedures to prevent or correct contract violations and unfair labor practices under the Ralph C. Dills Act. Investigates, reviews, recommends and prepares responses to all second level grievances. Assists institution supervisors in responding to first level grievances. Investigates and completes all arbitration checklists received from the California Department of Human Resources. Provides consultation and advice to staff responding to grievances for institutional and statewide impact.		
15%		Advises, develops and trains supervisors and managers regarding eleven (11) current employee contracts, grievance handling, employee/employer labor relations.		

10%	Prepares appropriate notice to employee organizations regarding local program changes on wages, hours, and other terms and conditions of employment. Represents local management at meetings and conference sessions with employee organizations with discretionary authority to make commitments on behalf of local management. Acts as the liaison between local union job stewards and institution management.
10%	Serves as the local liaison with Central Office Labor Relations Branch and other institution/parole regions. Attends Labor Relations Analyst training sessions/classes. Attends local meetings of management staff to keep them updated as to changes in employee contracts and grievance handling.
10%	Monitors and reviews institution procedures to ensure compliance with current employee contracts.
5%	Investigates charges of unfair labor practices. Prepares and submits comprehensive reports to Central Office Labor Relations Branch for use in representing the Department in unfair labor practice hearings. Attends hearings, as necessary.
5%	Identifies potential local bargaining issues, and assists in development and actual drafting of departmental bargaining positions. Serves as a resource to bargaining teams, as necessary.
5%	Prepares and maintains local job actions contingency plan and serves as the local liaison with outside support agencies during job action. Maintains institutional procedures for employee practices, employee grievances, updating and receiving them annually for compliance with State regulations and current employee contract provisions. Performs other duties as required.

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Example: Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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