

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM <b>SQSP</b>		POSITION NUMBER (Agency-Unit-Class-Serial) <b>095-261-9529-001</b>		MCR / HCR <b>1</b>
DIVISION / UNIT  <b>Labor Relations Office</b>		CLASSIFICATION TITLE <b>Labor Relations Analyst</b>		
		WORKING TITLE <b>Labor Relations Analyst</b>		
		TIME BASE / TENURE <b>P/FT</b>	CBID <b>E97</b>	WWG <b>E</b>
LOCATION <b>San Quentin State Prison</b>		INCUMBENT		EFFECTIVE DATE

**CDCR'S MISSION and VISION**

**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.

**Vision**

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

**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.

**GENERAL STATEMENT**

**BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the direction of the Warden, the Labor Relations Analyst performs responsible and analytical staff work relating to grievances, arbitrations, and labor negotiations. Acts as liaison between management and labor unions.

**% 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.**

35%

Researches various Memorandums Of Understanding and State Personnel Board laws and rules, Departmental Operations Manual, California Code of Regulations, Department of Personnel Administration (DPA) Bulletins, laws and policies of labor administration, Departmental policies, etc. to obtain necessary information as needed to prepare responses to all second level grievances. Conducts grievance conferences. Assists institution supervisors in responding to first level grievances. Meets with employees, supervisors, and labor representatives concerning complaints and potential or actual grievances.

30%

Advises local management and staff regarding interpretation and application of contract provisions for employee contracts. Provides training on new labor contracts and negotiated agreements. Reviews local operations/procedures to prevent or correct contract violations and unfair labor practices under the Ralph C. Dills Act. Meets with job stewards and field representatives to resolve day to day labor issues. Conduct Monthly meeting with various unions.

15%	Identifies potential local bargaining issues, researches, and assists in development and actual drafting of departmental bargaining positions. Prepares appropriate notice to employee organizations regarding local program changes on terms and conditions of employment. Organizes and conducts “meet and discuss” with the labor unions. Represents local management when meeting with employee organizations, with discretionary authority to make commitments on behalf of local management. Coordinates and participates in “meet and confers” with the headquarters Office of Labor Relations. Prepare Monthly union leave usage reports. Report Monthly Compstat numbers.
10%	Researches information for completion of all arbitration checklists received from the (DPA). Prepares, organizes case materials, and attends arbitration hearings with staff counsel from DPA. Reviews all unfair labor practice charges filed against the institution. Assists the headquarters Office of Labor Relations, and DPA in responding to unfair labor practice charges with the Public Employment Relations Board (PERB). Assists DPA in preparing for informal and formal unfair labor practice charges hearing with PERB. Attend hearings as necessary. Disseminates and implements statewide arbitration decisions.
5%	Maintains local job actions contingency plans. Coordinates the release of employees for union activities. Prepares and presents management’s position at various types of hearings, such as mini-arbitration and Board of Adjustment Hearings.
5%	Acts as a liaison between the institution and labor relations staff at the California Department of Corrections’ Headquarters. Provide back up to the ERO. Occasionally assist in custody staff random drug testing.

**SPECIAL REQUIREMENTS**

- 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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