

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Labor Relations (OLR)		POSITION NUMBER (Agency-Unit-Class-Serial) 065-576-9529-XXX		MCR / HCR	
DIVISION / UNIT  Program, Training and Special Projects		CLASSIFICATION TITLE Labor Relations Analyst			
		WORKING TITLE Labor Relations Analyst			
		TIME BASE / TENURE P/FT	CBID E98	WWG E	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION Sacramento, CA 95811		INCUMBENT		EFFECTIVE DATE	
<b>CDCR'S MISSION</b>					
<p><b>MISSION</b> To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.</p> <p><b>VISION</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>					
<b>COMMITMENT TO DIVERSITY, EQUITY AND INCLUSION</b>					
The California Department of Corrections and Rehabilitation (CDCR and California 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.					
<b>DIVISION OVERVIEW</b>					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The function of OLR is to create and maintain harmonious relations between CDCR Management and the Labor Organizations. OLR makes every effort to resolve issues at the lowest possible level through effective and proactive communications. OLR assists CDCR Management and Institutional Labor Relations Analysts with the following: a) Notifying and meeting with Labor Organizations regarding changes within the department; b) Provides guidance and consultation surrounding labor related issues; c) Employee grievances and complaints; d) Unfair labor practice charges; e) Arbitrations and related court litigation; f) Labor relations training; g) Labor contract interpretation; h) Labor contract negotiations; i) Staff support which includes assisting the institutional Labor Relations Analysts.					
<b>GENERAL STATEMENT</b>					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Labor Relations Manager I, Program, Training and Special Projects Unit, the Labor Relations Analyst will assist on topics/issues which may overlap and cross units and perform a wide variety of analytical staff work relating to grievances, arbitrations, and labor negotiations. The Labor Relations Analyst will act as a management representative and perform the following duties:					
<b>% of time performing duties</b>		<b>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.</b>			
35%		<p><b>ESSENTIAL FUNCTIONS</b> Will assist on topics/issues which may overlap and cross units, research various Memorandums of Understanding and State Personnel Board laws and rules, Departmental Operations Manual, California Code of Regulations, California Department of Human Resources (CalHR) manuals, laws and policies of labor administration, Departmental policies, etc. to obtain necessary information to assist Programs on labor related questions or concerns; assist and complete special projects; prepare responses to departmental level grievances and disputes. Conducts grievance conferences, as needed, and meets with employees, supervisors, and labor representatives concerning complaints and potential or actual grievances.</p>			

35%	Will assist on topics/issues which may overlap and cross units, research information and present management’s position at various venues such as mini-arbitration, Board of Adjustment Hearings, arbitrations, and Unfair Labor Practice conferences/hearings. Research/develop recommended responses to assignments, correspondence, and questions referred to the OLR from various stakeholders.
25%	Will assist on topics/issues which may overlap and cross units, will advise management and staff regarding interpretation and application of contract provisions for employee contracts. Identify potential statewide labor impact issues. Assist with labor related training within the OLR and to various stakeholders. Participate as a departmental management representative on Joint Labor Management Committee, Meet and Discuss and assist with preparation for Meet and Confers, as needed. Meet with labor organization representatives to resolve issues. Perform the duties of note taker at various negotiations.
5%	<p><b>MARGINAL FUNCTIONS</b></p> <p>Travel as necessary. Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.</p>

**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**

- Failure to provide timely and proper guidance regarding labor related issues may result in potential MOU violations or delay in program implementation.

**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

**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