

Current     Proposed

<b>Classification Title</b> Labor Relations Analyst	<b>Division</b> Labor Relations
<b>Working Title</b>	<b>IT Domain (if applicable)</b>
<b>Position Number</b> 363-300-9259-XXX	<b>Effective Date</b>
<b>Name</b>	<b>Date Prepared</b> September 28, 2020

## CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for all issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

**Our Vision:** To be the premier leader and trusted partner in innovative human resources management.

**Our Mission:** To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

## General Statement

Under the general direction of the Labor Relations Manager II, the Labor Relations Analyst (LRA), is responsible for providing technical and analytical staff work for all functions of the Labor Relations Division (LRD). Assigned staff work may range in complexity from handling basic to most complex and sensitive issues. The LRA provides research and analytical support for bargaining preparation, grievance handling, contract administration, regulations and legislation, information requests, training, and note-taking. Duties include, but are not limited to, the following:

## Job Functions

[Essential (E) / Marginal (M) Functions]:

- 45% (E) Provides staff support to the Labor Relations Officers by researching and analyzing grievance issues, and preparing draft grievance responses; may assist in drafting assigned contract proposals and interpreting contract language; may conduct grievance conferences with union representatives on grievances as assigned; assists in working with external agencies and CalHR divisions; prepares tentative agreements and legislative summaries in proper format for submission to the Legislature for ratification; prepares completed contracts in compliance with Common Look accessibility standards for posting on CalHR's website; as assigned, is responsible to implement specific contract requirements.

- 35% (E) Conducts special projects, as assigned, that typically involve several bargaining units and may require research to develop management proposals in support of collective bargaining; provides completed staff work on various special projects, as assigned; may chair Labor/Management Committees on various topics as required in collective bargaining agreements; performs research and analysis to support LRD positions in conducting labor relations; revises and develops systems and operating procedures for monitoring and tracking various programs or projects; prepares formal letters and memoranda to employees or their representatives, employee organizations and departments regarding the application of contract provisions, policies and procedures; prepares data and responses to information requests, including Public Record Act requests.
- 10% (E) Responds to email inquiries, assists or conducts labor relations training for supervisors, managers, and other LR professionals.
- 5% (M) Analyzes legislative bills assigned; researches meaning and intent of bill; writes analysis and recommends departmental position. Develops and assists in the promulgation of regulations and any related procedures.
- 5% (M) May take comprehensive notes during meet-and-confers and other labor relations discussions to memorialize the intent of the negotiated contract language and to ensure an accurate collective bargaining history; develops and provides note-taker training to departmental staff.

## **Supervision Received**

The Labor Relations Analyst reports directly to and receives the majority of assignments from the Labor Relations Manager II; however, direction and assignments may also come from the Labor Relations Officers, the Assistant Deputy Director of Labor Relations or the Deputy Director of Labor Relations.

## **Supervision Exercised**

None. However, on complex projects the LRA may serve as coordinator or team lead.

## **Special Requirements / Desirable Qualifications**

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate.

- Ability to prioritize and ensure deadlines are met.
- Ability to be flexible while working in a fast-paced environment with a broad range of staff, multi-tasking and re-directing job focus when needed.
- Ability to demonstrate good judgment and confidentiality.
- Ability to work independently and within a team environment.
- Strong customer service and interpersonal skills.
- Strong organizational, project management, and time management skills.
- Ability to confidently and effectively communicate through written and oral communication.
- Ability to analyze data and business processes, draw sound conclusions, and present strong recommendations.
- Proficiency in designing, planning, and implementing policies, procedures and workflow processes.
- Proficiency in Microsoft Office 365, specifically Word, Excel, Outlook, Power Point, and SharePoint.

- Proficiency in English grammar, punctuation and proofreading for publication of materials.

## Working Conditions

Statewide travel is required to attend other departments and institutions, including prisons, and various locations for collective bargaining negotiations, contract administration, meetings, training classes or other labor relations functions. Ability to operate standard office equipment such as, but not limited to; a personal computer (desk top or lap top models), paper shredder, basic calculator, document system (copier, facsimile, imaging), ability to move materials up to 35 pounds, and sit for long periods of time while in negotiations. Ability to meet tight timelines/deadlines under stress, communicate effectively, have a keen ability to pay attention to details, be flexible to changing work assignments and timelines/deadlines with short notice, and work long hours when required during negotiations.

## Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs, including evenings, weekends and holidays.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel analyst.)

*\*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity.*

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date