

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
OFFICE OF LABOR RELATIONS

STAFF SERVICES ANALYST
DUTY STATEMENT

Under the supervision of the Staff Services Manager I (SSM I), the incumbent provides a wide variety of analytical and consultative tasks and functions for the Office of Labor Relations (OLR).

This position requires that the incumbent relate well to persons of varied backgrounds and express ideas and facts to individuals or a group effectively; accurately use knowledge to interpret, apply, and communicate specific laws, rules, policies, and procedures relating to the OLR; have a thorough knowledge of varied and complex administrative policies and procedures and departmental operations; be able to independently analyze problems and take effective action; handle sensitive and confidential assignments with tact and diplomacy; work under pressure and time constraints; handle changing priorities exercise good judgment; establish and maintain cooperative working relationships; communicate effectively and maintain a regular, consistent, predictable work schedule Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. Responsibilities include, but are not limited to:

- 30% Responsible for maintaining policies and procedures for accurately and uniformly approving, recording and reconciling union leave time. Assist with training regarding uniform timekeeping procedures for the authorization and use of union leave; periodic audits to ensure union leave is recorded and reconciled accurately; maintaining databases that track use of and earnings of BU6 release time banks, paid union leave, and official business release; preparing and maintaining statistical data reports; reconciliation of union leave usage with timekeeping systems; preparation of paid union leave billing packages for all labor organizations. Work closely with the accounting office to generate, track, and collect invoices for paid union leave.
- 30% Coordinates with the SSM I in working with CDCR division chiefs for various entities such as accounting, budget and human resources and with the Department of Human Resources to ensure program compliance. Act as a liaison between departmental headquarters and CDCR facilities/institutions, other departments/agencies and various labor organizations related to employee-employer relations. Assist in the review, preparation and processing of invoices and billing. Tracks various expenditures for appropriate and timely reporting. Assist in invoice tracking, inventory management and equipment purchasing using the guidelines of DGS State Administrative Manual (SAM) and working closely with small businesses and the DVBE.
- 25% Attends Meet and Confers, Joint Labor Management Committees, Arbitrations, and Negotiations on behalf of the department, record all imperative information that pertains to the conversion of existing bargaining unit contract language, potential impact on employee workload, existing policies, operations that may impact wages, hours or other terms and conditions of employment. Investigate and prepare responses to grievances and complaints appealed to the departmental level. Meet with employees, supervisors, and labor representatives concerning complaints and potential or actual grievances. Prepare grievance responses; perform grievance investigations, personnel issues; draft confidential and/or politically sensitive correspondence for OLR management review and signature (responses may include a general understanding of rules, regulations, polices, collective bargaining, and court decisions).
- 10% Assist with all OLR contracts. Updates and maintains contract tracking database. Submits contract renewal requests; prepares service and expense requests; direct pay requests; and processes amendments/updates.
- 5% Complete special projects; Travels as necessary; and other duties as required.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
OFFICE OF LABOR RELATIONS

STAFF SERVICES ANALYST
DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements.

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

EMPLOYEE NAME (Print) **EMPLOYEE SIGNATURE** **DATE**

I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

SUPERVISOR NAME (Print) **SUPERVISOR SIGNATURE** **DATE**

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
OFFICE OF LABOR RELATIONS
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST
DUTY STATEMENT

Under the direction of the Staff Services Manager I (SSM I), the incumbent provides a wide variety of analytical and technical tasks and functions for the Office of Labor Relations (OLR).

This position requires that the incumbent relate well to persons of varied backgrounds and express ideas and facts to individuals or a group effectively; accurately use knowledge to interpret, apply, and communicate specific laws, rules, policies, and procedures relating to the OLR; have a thorough knowledge of varied and complex administrative policies and procedures and departmental operations; be able to independently analyze problems and take effective action; handle sensitive and confidential assignments with tact and diplomacy; work under pressure and time constraints; handle changing priorities exercise good judgment; establish and maintain cooperative working relationships; communicate effectively and maintain a regular, consistent, predictable work schedule Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. Responsibilities include, but are not limited to:

- 30% Manages the implementation and maintenance of policies and procedures for accurate and uniform approvals, records and the reconciliation of union leave time. Administers training regarding uniform timekeeping procedures for the authorization and use of union leave time and documents proper billing of the exclusive representative. Conducts periodic audits to ensure that time is recorded and reconciled accurately. Oversees databases for tracking use and earnings of the BU6 release time banks, union paid leave, and official business release. Assist the SSM I in preparing and maintaining statistical data reports. Administers union paid leave billing packages for all labor organizations. Work closely with the accounting office to generate, track, and collect invoices for union paid leave.
- 25% Coordinates with the SSM I in working with CDCR division chiefs for various entities such as accounting, budget and human resources and with the Department of Human Resources to ensure program compliance. Acts as a liaison between departmental headquarters and CDCR facilities/institutions, other departments/agencies and various labor organizations related to employee-employer relations. Provides analytical review of and input into all OLR functions. Reviews statutes, regulatory documents, and other policies and procedures for OLR impact and prepares revisions as necessary. Prepares reports on assignments and projects relating to the various aspects of labor relations (e.g. legislative analysis, other controlled assignments, and OLR); analyzes and disseminates information to the field and headquarters regarding directives from control agencies regarding labor relations matters.
- 25% Develops presentations to provide to union representatives on departmental policies and conditions of employment. Prepares Union notices and completes legislative bill analysis on proposed legislation impacting terms and conditions of employment. Attends Meet and Confers, Joint Labor Management Committees, Arbitrations, and Negotiations on behalf of the department, record all imperative information that pertains to the conversion of existing bargaining unit contract language, potential impact on employee workload, existing policies, operations that may impact wages, hours or other terms and conditions of employment. Investigate and prepare responses to grievances and complaints appealed to the departmental level. Meet with employees, supervisors, and labor representatives concerning complaints and potential or actual grievances. Prepare grievance responses; perform grievance investigations, personnel issues; draft confidential and/or politically sensitive correspondence for OLR management review and signature (responses may include a general understanding of rules, regulations, polices, collective bargaining, and court decisions).
- 15% Reviews, prepares, and processes invoices and billing. Tracks various expenditures and returns for appropriate and timely reporting. Assist in all areas related to invoice tracking, inventory management and equipment purchasing. Manages/Assists with all OLR contracts. Updates and maintains contract tracking database. Submits contract renewal requests; prepares service and expensive requests; direct pay requests; and processes amendments/updates.
- 5% Complete special projects; Travel as necessary; other duties as assigned as they relate to the classification.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
OFFICE OF LABOR RELATIONS
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST
DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements.

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

EMPLOYEE NAME (Print)

EMPLOYEE SIGNATURE

DATE

I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

SUPERVISOR NAME (Print)

SUPERVISOR SIGNATURE

DATE