

Current     Proposed

<b>Classification Title</b> Staff Services Analyst	<b>Division/Unit</b> Labor Relations
<b>Working Title</b>	<b>IT Domain</b> (if applicable)
<b>Position Number</b> 363-300-5157-900	<b>Effective Date</b>
<b>Name</b>	<b>Date Prepared</b> January 3, 2022

### CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for 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 Staff Services Analyst (SSA), 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 the most complex and sensitive issues. The SSA researches issues and provides analytical support for bargaining preparation, grievance handling, contract administration, regulations and legislation, information requests, training, and general administrative support. Duties include, but are not limited to, the following:

### Job Functions

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

**An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100.**

Job Duties		
35%	(E)	<ul style="list-style-type: none"> <li>Assists in the development of project management tools, methodologies and standards to manage division projects.</li> <li>Reviews business processes to identify risk and recommends mitigation plans, reviews business process and/or program effectiveness and assists in the implantation of process improvement initiatives.</li> </ul>

		<ul style="list-style-type: none"> <li>• Prepares completed contracts and sideletters in compliance with Common Look accessibility standards for posting on CalHR's website.</li> </ul>
<b>25%</b>	<b>(E)</b>	<ul style="list-style-type: none"> <li>• Assists Labor Relations Officers by researching and analyzing grievance issues, and preparing draft grievance responses.</li> <li>• May assist in drafting assigned contract proposals and interpreting contract language.</li> <li>• Assists in conducting grievance conferences with union representatives on grievances as assigned.</li> <li>• Assists in working with external agencies and CalHR divisions.</li> <li>• Assists in the preparation of tentative agreements and legislative summaries in proper format for submission to the Legislature for ratification</li> <li>• As assigned, will assist in the implementation of specific contract requirements.</li> </ul>
<b>20%</b>	<b>(E)</b>	<ul style="list-style-type: none"> <li>• Manages electronic mailbox activity, including the Grievances, Confidential Designations, Delegation Requests, Release Time Bank, documents incoming requests and outgoing responses, responds to email inquiries.</li> <li>• Assists and coordinates labor relations training, when requested, for supervisors, managers, and monthly for other Labor Relations professionals in other state departments.</li> </ul>
<b>15%</b>	<b>(E)</b>	<ul style="list-style-type: none"> <li>• Assists with special projects, as assigned, that typically involve several bargaining units.</li> <li>• Conducts research to assist in the development of management proposals recommendations in support of collective bargaining.</li> <li>• Provides completed staff work on various special projects, as assigned.</li> <li>• May assist the chair with Labor/Management Committees on various topics as required in collective bargaining agreements.</li> <li>• Performs various research and analysis to support LRD positions in conducting labor relations.</li> <li>• Assists in the revision and development of systems and operating procedures for monitoring and tracking various programs or projects.</li> <li>• Prepares formal letters and memoranda to employees or their representatives, employee organizations and departments regarding the application of contract provisions, policies and procedures.</li> <li>• Prepares data and responses to information requests, including Public Record Act requests.</li> </ul>
<b>5%</b>	<b>(M)</b>	<ul style="list-style-type: none"> <li>• Analyzes legislative bills assigned.</li> <li>• Researches meaning and intent of bill; writes analysis and recommends departmental position.</li> <li>• Develops and assists in the promulgation of regulations and any related procedures.</li> </ul>

## **Supervision Received**

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

## **Supervision Exercised**

None.

## **Special Requirements / Desirable Qualifications**

- 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.
- 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.
- Strong customer service and interpersonal skills.
- Strong organizational, project management, and time management skills.
- Proficiency in designing, planning, and implementing forms, policies, procedures and workflow processes.
- Proficiency in Microsoft Office 365, specifically Word, Excel, Outlook, Power Point, Teams and SharePoint.
- Proficiency in English grammar, punctuation and proofreading for publication of materials.

## **Working Conditions**

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. Travel may be required to attend meetings or training classes.

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.

**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 RA Coordinator.)

\*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 their 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

Current     Proposed

<b>Classification Title</b> Associate Governmental Program Analyst	<b>Division/Unit</b> Labor Relations
<b>Working Title</b>	<b>IT Domain</b> (if applicable)
<b>Position Number</b> 363-300-5393-XXX	<b>Effective Date</b>
<b>Name</b>	<b>Date Prepared</b> January 3, 2022

### CalHR Mission and Vision

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**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 Associate Governmental Program Analyst (AGPA), 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 the basic to most complex and sensitive issues. The AGPA researches and provides analytical support for bargaining preparation, grievance handling, contract administration, regulations and legislation, information requests, training, and general administrative support. Duties include, but are not limited to, the following:

### Job Functions

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

		<b>Job Duties</b>
<b>35%</b>	<b>(E)</b>	<ul style="list-style-type: none"> <li>Develop project management tools, methodologies and standards to manage division projects.</li> <li>Review business processes to identify risk, and recommend mitigation plans; reviews business processes and/or program effectiveness and implement process improvement initiatives.</li> <li>Prepares completed contracts/side letters in compliance with Common Look accessibility standards for posting on CalHR's website.</li> </ul>
<b>25%</b>	<b>(E)</b>	<ul style="list-style-type: none"> <li>Coordinates with Labor Relations Officers by researching and analyzing grievance issues, and preparing draft grievance responses.</li> </ul>

		<ul style="list-style-type: none"> <li>• May assist in drafting assigned contract proposals and interpreting contract language.</li> <li>• May conduct grievance conferences with union representatives on grievances as assigned.</li> <li>• Assists in working with external agencies and CalHR divisions.</li> <li>• Prepares tentative agreements and legislative summaries in proper format for submission to the Legislature for ratification.</li> <li>• As assigned, is responsible to implement specific contract requirements.</li> </ul>
<b>20%</b>	<b>(E)</b>	<ul style="list-style-type: none"> <li>• Manages electronic mailbox activity, including the Grievances, Confidential Designations, Delegation Requests, Release Time Bank, documents incoming requests and outgoing responses, responds to email inquiries.</li> <li>• Conducts labor relations training, when requested, for supervisors, managers, and monthly for other LR professionals.</li> </ul>
<b>15%</b>	<b>(E)</b>	<ul style="list-style-type: none"> <li>• Conducts special projects, as assigned, that typically involve several bargaining units.</li> <li>• Conducts research to develop management proposals in support of collective bargaining.</li> <li>• Provides completed staff work on various special projects, as assigned</li> <li>• May chair Labor/Management Committees on various topics as required in collective bargaining agreements.</li> <li>• Performs various research and analysis to support LRD positions in conducting labor relations.</li> <li>• Revises and develops systems and operating procedures for monitoring and tracking various programs or projects.</li> <li>• Prepares formal letters and memoranda to employees or their representatives, employee organizations and departments regarding the application of contract provisions, policies and procedures.</li> <li>• Prepares data and responses to information requests, including Public Record Act requests.</li> </ul>
<b>5%</b>	<b>(M)</b>	<ul style="list-style-type: none"> <li>• Analyzes legislative bills assigned.</li> <li>• Researches meaning and intent of bill; writes analysis and recommends departmental position.</li> <li>• Develops and assists in the promulgation of regulations and any related procedures.</li> </ul>

## **Supervision Received**

The Associate Governmental Programming 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 Deputy Director of Labor Relations, or the Assistant Deputy Director of Labor Relations.

## **Supervision Exercised**

None. However, on complex projects the AGPA may serve as coordinator or team leader.

## **Special Requirements / Desirable Qualifications**

- 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.
- 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.
- Strong customer service and interpersonal skills.
- Strong organizational, project management, and time management skills.
- Proficiency in designing, planning, and implementing forms, policies, procedures and workflow processes.
- Proficiency in Microsoft Office 365, specifically Word, Excel, Outlook, Power Point, Teams and SharePoint.
- Proficiency in English grammar, punctuation and proofreading for publication of materials.

## **Working Conditions**

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. Travel may be required to attend meetings or training classes.

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.

**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 RA Coordinator.)

\*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 their job or to enjoy an equal employment opportunity.

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

<b>Employee Signature</b>	<b>Employee Printed Name</b>	<b>Date</b>

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

<b>Supervisor Signature</b>	<b>Supervisor Printed Name</b>	<b>Date</b>