STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT
PO-199 (06/16)

INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) “…material changes in the duties of any position in his or her jurisdiction”. The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the “essential functions” of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.

<table>
<thead>
<tr>
<th>Percentage of Time Required</th>
<th>Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>Under the general direction of the Department’s Labor Relations Manager, the Labor Relations Specialist, with a high degree of independence, performs the full range of labor relations duties concerning labor relations matters under the Ralph C. Dills Act, including but not limited to:</td>
</tr>
<tr>
<td></td>
<td><strong>NEGOTIATIONS, MEET AND CONFER AND ADMINISTRATION OF BARGAINING UNIT CONTRACTS</strong></td>
</tr>
<tr>
<td></td>
<td>*Responsible for representing the Department during negotiations with labor organizations for assigned bargaining units. Including the identification and analysis of pertinent issues. *Responsible for determining the impact of all bargaining proposals on the Department’s operations. *Initiate and coordinate the analysis of bargaining proposals with respect to their impact on the Department’s policies, practices and procedures with specific emphasis to cost and operational efficiency. *Identifies potential cost items and provides cost estimates as necessary. *Represents the Department as a member of the California Department of Human Resources (CalHR) bargaining team during statewide negotiations on labor contracts for assigned bargaining units. Typically, consultation regarding specific bargaining proposals or course of action. *In preparation for bargaining, consults with the Department’s managers and supervisors to develop the Department’s position on bargaining issues. *Research and prepare management positions to be presented as proposals during negotiations. *Serve as a member on committees that are assigned to evaluate proposals or employee relations issues. *Conducts complex studies; analyze work force demographics, hour and payroll data; develop contract proposals, and meet with management during the course of negotiating an agreement. *Serve as lead in departmental implementation of new or revised terms and conditions of employment. *Under delegated authority, conduct departmental meet and confer sessions as chief negotiator for the Department, on matters affecting employee terms and conditions of employment. *Includes preparation, coordination, and implementation of negotiated items and agreements.</td>
</tr>
<tr>
<td></td>
<td><strong>CONTRACT IMPLEMENTATION and INTERPRETATION</strong></td>
</tr>
<tr>
<td></td>
<td>*Provides consultation on contract interpretations and implementation to management including compliance with state laws, rules, regulations, policies, procedures. *Facilitates the Department’s implementation of and compliance with the collective bargaining agreements. This is accomplished through a combination of written and verbal contract interpretations including management briefings, policy, procedures, and training. *In training sessions and during discussions, provides direction, guidance, and assistance to managers and supervisors on issues pertaining to contract interpretation and compliance.</td>
</tr>
<tr>
<td></td>
<td>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</td>
</tr>
</tbody>
</table>

**Equal Employment Opportunity (EEO) Statement:** All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they encounter during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.

**Job qualifications and/or conditions of employment:** Occasional travel of up to 5% may be required. This travel may be local or statewide and may result in overnight stays.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature  Date  Supervisor Signature  Date

Personnel use only  [ ] Posted to Directory

Initials and date
<table>
<thead>
<tr>
<th>Percentage of Time Required</th>
<th>Essential Functions</th>
</tr>
</thead>
</table>
| 25%                         | GRIEVANCES and COMPLAINTS  
  *Independently conduct third level grievance investigations on behalf of the Director for assigned bargaining units and prepare responses to the grievances on behalf of the Director.  
  *Investigate grievances utilizing appropriate staff when necessary and meet with the union representative/grievance to discuss the issues involved and to facilitate all required actions.  
  *Must be aware of potential precedent setting decisions that could impact the State and its bargaining position.  
  *Provide advice and instruction when requested or required to supervisors and managers regarding lower level grievance responses and complaints.  
  *Conduct grievance settlement meetings with grievant(s) and/or exclusive representatives or meet and discuss sessions with the exclusive representatives to facilitate workable alternatives on a variety of labor relations issues. |
| 20%                         | ARBITRATIONS and UNFAIR LABOR PRACTICE CHARGES  
  *Develop the theory of cases appealed to arbitration and coordinate witness preparation and testimony and testify as a witness when necessary.  
  *Interpret contract language and represent the Department as it relates to the decision either in meetings with CalHR or before an arbitrator.  
  *Review and make recommendations regard post hearing briefs; testify before Board of Adjustment. Negotiate settlements when appropriate.  
  *Work directly with CalHR attorney responsible for representing the Department in arbitration hearings, initial settlement discussions with labor union representatives at informal settlement conference labor charge hearings, and formal hearings for assigned bargaining units. |
| 10%                         | TRAINING  
  *Develop and conduct training for Department supervisors and managers on topics such as contract administration, grievance and complaint handling, employee-employer relations techniques, union release time bank, and the statewide substance abuse policy. |
| 5%                          | PROJECTS  
  Act as lead person, or chair on various task group studies of labor-management issues. Develop new or revise existing policies and practices. Review and analyze legislative bills proposing legislation impacting employee-employer relations. Assist with processing Public Safety Officer Benefit applications utilizing the US Department of Justice established criteria. Assist with processing applications to include fallen Firefighters on the California Memorial Wall utilizing the California Fire Foundation established criteria. |

*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

**Equal Employment Opportunity (EEO) Statement:** All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they encounter during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.

**Job qualifications and/or conditions of employment:** Occasional travel of up to 5% may be required. This travel may be local or statewide and may result in overnight stays.

"We have discussed this document in its entirety and understand the duties of this position."