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 direct supervision of an Assistant Chief Counsel (ACC), and under the general supervision of the Chief Counsel and Deputy Chief Counsel, the Labor Relations Counsel IV (LRC IV) is the most experienced journey-level attorney and is considered a developing expert in labor, employment, personnel, and administrative law. The LRC IV has demonstrated they can perform the most complex and sensitive legal work on an independent basis and consistently produces favorable results. The LRC IV provides representation on technically complex matters of greatest difficulty. The LRC IV is assigned cases that involve novel theories and practices. Duties include, but are not limited to, the following:

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

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<tr>
<th>Percentage (%)</th>
<th>(E) or (M)</th>
<th>Job Duties</th>
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<tr>
<td>60%</td>
<td>(E)</td>
<td>Represent the Governor, state, CalHR and client departments in cases including but not limited to the more difficult and complex cases that may involve technical procedures and fact patterns, have a high likelihood for appeal, and/or may involve novel theories and practices or relatively new or evolving legal principles that may be precedential including:</td>
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<td>Cases in the California superior, appellate and supreme state courts and federal courts involving injunctions, writs of mandate, declaratory relief, petitions to compel, or vacate arbitration awards and other</td>
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The LRC IV reports directly to and receives the majority of their assignments from the ACC; however, direction and assignments may also come from the Chief Counsel and the Deputy Chief Counsel. The LRC IV works with broad discretion and independence.

**Supervision Exercised**
The LRC IV may lead or supervise others as an attorney in charge of specific complex, sensitive cases involving teams of attorneys.

**Special Requirements / Desirable Qualifications**
Active membership of the State Bar of California is required.

The LRC IV is expected to communicate effectively, have an ability to pay attention to details, and be flexible in changing work assignments and meeting timelines and deadlines with little to no notice.

The LRC IV will be required to regularly travel throughout the state, which may include going to correctional facilities, state hospitals, and other state facilities. Travel requirements may include overnight travel.

The LRC IV is required to operate standard office equipment such as, but not limited to a personal computer (desktop or laptop), copier and scanning equipment, word processing software, document management software, and billing software. The LRC IV may be required to care and/or move case materials such as files, documents, boxes, and books.

**Working Conditions**
The duties of the LRC IV are primarily performed indoors, but may require work outdoors as needed to investigate or prepare cases for hearing, and other job-related duties. The employee’s workstation is located at 1515 “S” Street building and is equipped with standard or ergonomic office equipment, as appropriate. This position allows for partial telework as approved by management. Travel may be required to attend meetings or training classes.
The LRC IV may also be required to work varied hours and in excess of 40 hours per week to perform the functions of the job and to meet timelines, including, as needed, working on weekends and/or holidays.

**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.

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<th>Employee Signature</th>
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

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<th>Supervisor Signature</th>
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General Statement
Under the direct supervision of an Assistant Chief Counsel (ACC), and under the general supervision of the Chief Counsel and Deputy Chief Counsel, the Labor Relations Counsel III (LRC III) is an advanced journey-level attorney who has developed expertise in labor, employment, personnel, and administrative law. The LRC III has demonstrated they can perform the legal work of greater complexity and sensitivity on an independent basis. The LRC III provides representation in matters of greater difficulty, complexity, and sensitivity to CalHR than do the lower level Labor Relations Counsel. Duties include, but are not limited to, the following:

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

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<td>60%</td>
<td>(E)</td>
<td>Independently conduct hearings of matters including those of greater difficulty and complexity, and assist in hearings of the greatest complexity and difficulty in arbitration regarding collective bargaining agreement disputes, and in administrative forums such as, but not limited to unfair practice charges and representation issues before the Public Employment Relations Board, personnel actions before the State Personnel Board, and non-merit statutory appeals before CalHR’s Statutory Appeals Unit.</td>
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<tr>
<td>20%</td>
<td>(E)</td>
<td>Research and analyze legal issues including those of greater difficulty and complexity, and communicate legal advice and opinions in both</td>
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written and oral form to internal CalHR divisions and client
departments in various areas of law, including but not limited to labor
and employment law. The LRC III will be assigned legal issues of
greater complexity, difficulty, and of a more sensitive nature. The LRC
III will provide legal opinions to the Director, the California Government
Operations Agency (GovOps), the Governor’s Office, and other high-
ranking officials, and may prepare or assist in the preparation of
Governor’s Office Action Requests (GOARS).

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Supervision Received
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Supervision Exercised
The LRC III may lead or supervise others, including teams of attorneys, on specific complex, sensitive cases.

Special Requirements / Desirable Qualifications
Active membership of the State Bar of California is required.

The LRC III is expected to communicate effectively, have an ability to pay attention to details, and be flexible in changing work assignments and meeting timelines and deadlines with little to no notice.

The LRC III will be required to regularly travel throughout the state, which may include going to correctional facilities, state hospitals, and other state facilities. Travel requirements may include overnight travel.

The LRC III will be required to operate standard office equipment such as, but not limited to a personal computer (desktop or laptop), copier and scanning equipment, word processing software, document management software, and billing software. The LRC III may be required to care and/or move case materials such as files, documents, boxes, and books.

Working Conditions
The duties of the LRC III are primarily performed indoors, but may require work outdoors as needed to investigate or prepare cases for hearing, and other job-related duties. The employee’s workstation is located at 1515 “S” Street building and is equipped with standard or ergonomic office equipment, as appropriate. This position allows for partial telework as approved by management. Travel may be required to attend meetings or training classes.

The LRC III may also be required to work varied hours and in excess of 40 hours per week to perform the functions of the job and to meet timelines, including, as needed, working on weekends and/or holidays.

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.

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