

## DUTY STATEMENT

|  |  |  |                              |
|--|--|--|------------------------------|
| <b>ORGANIZATION (DIVISION/REGION/BOARD)</b><br>Division of Administrative Services Human Resources Branch (HRB)  | <b>UNIT</b><br>Labor Relations   | <b>POSITION #</b><br>880-600-5393-XXX          | <b>DATE</b><br>December 2022 |
| <b>NAME OF EMPLOYEE (IF APPLICABLE)</b><br>Vacant  |  |  |                              |
| <b>CURRENT CLASSIFICATION</b><br>Associate Governmental Program Analyst  |  | <b>PROPOSED CLASSIFICATION (IF APPLICABLE)</b> |                              |
| <b>NAME OF SUPERVISOR</b><br>Audra DeBenedetti   |  |  |                              |
| <b>CURRENT CLASSIFICATION OF SUPERVISOR</b><br>Staff Services Manager II (Supervisory)   |  | <b>REVIEWED AND APPROVED BY SIGNATURE</b>      |                              |
| <b>SUPERVISION EXERCISED (IF APPLICABLE)</b>   |  |  |                              |
| <b>1. DIRECTLY SUPERVISED</b>  |  | <b>2. INDIRECTLY SUPERVISED</b>                |                              |
| <b>NO. OF EMPLOYEES</b>  | <b>CLASS TITLE</b>   | <b>NO. OF EMPLOYEES</b>                        | <b>CLASS TITLE</b>           |
|  |  |  |                              |
| <b>DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.</b> |  |  |                              |
| <b>% OF TIME</b>   | <b>DUTIES</b>  |  |                              |
|  | Under direction of the Staff Services Manager II and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments. The incumbent will be required to travel. Specific responsibilities include:         |  |                              |
| 45%  | Drafts, prepares, and coordinates service of employee corrective actions including counseling memorandums, adverse actions, rejections during probation, medical actions, Absent Without Leave (AWOL), etc. Reviews supporting documentation and consults with managers, supervisors, and legal staff on employee issues and recommends appropriate action. Advises management with appropriate methods of discipline and processes related to the Water Boards' personnel management program. |  |                              |
| 25%  | Investigates allegations of inappropriate employee activities and merit issue complaints; prepares responses and makes recommendations on findings to the Labor Relations Officer and the respective management team.  |  |                              |
| 15%  | Independently develops and conducts on-going Water Boards Statewide Performance Management training to assist managers and supervisors in administering the steps of the progressive discipline process, AWOL, etc.  |  |                              |
| 10%  | Administers and tracks state release time, union time off, new hires, new employee orientation letters, AB119, State Personnel Board (SPB) and CalHR Legal Billings, and other routine Labor Relations Unit Tasks.   |  |                              |
| 5%   | Performs other duties as required.   |  |                              |
|  | Employee Signature: _____ Date Signed: _____   |  |                              |