

## DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services (CCHCS)		POSITION NUMBER (Agency – Unit – Class – Serial) 042-235-9537-004				
UNIT NAME AND CITY LOCATED Labor Relations Unit/ Elk Grove		CLASSIFICATION TITLE Labor Relations Manager I				
		WORKING TITLE Labor Relations Manager I				
		COI Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	WORK WEEK GROUP E	CBID M01	TENURE P	TIME BASE FT
SCHEDULE (WORKING DAYS AND WORKING HOURS) a.m. to p.m. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 8220 Longleaf Drive, Elk Grove, CA 95758				
INCUMBENT (If known)		EFFECTIVE DATE				
<p>California Correctional Health Care Services (CCHCS) is committed to building and maintaining a culturally diverse workplace. We believe cultural diversity and backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported, and we believe all staff should be empowered. We are proud to foster inclusion and representation in all levels of the CCHCS.</p> <p>CCHCS values all team members. We work cooperatively with team members and others to enable CCHCS to provide the highest level of service possible. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of CCHCS mission.</p>						
<p><b>PRIMARY DOMAIN:</b></p> <p>Under the general direction of the Labor Relation Manager (LRM) II, the LRM supervises Labor Relations staff in the California Correctional Health Care Services (CCHCS) Labor Relations unit. The LRM I independently performs highly sensitive and complex labor relations work.</p>						
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>					
<p><b>ESSENTIAL FUNCTIONS</b></p> <p><b>40%</b> Supervises and directs staff in daily activities, provides consultation and direction to managers, supervisors and Labor Relations Analysts in the field, performs grievance research, participates in arbitrations, meet and confers, and unfair labor practices.</p> <p><b>30%</b> Responsible for reviewing and approving grievance/complaint responses on behalf of CCHCS. Negotiates and prepares grievance/complaint settlements on behalf of CCHCS. Develops CCHCS position for arbitration or unfair labor practice cases. Advises management on the merits of these cases. Assists the California Department of Human Resources' legal staff in interviewing and preparing witnesses for arbitrations and provides assistance during the hearings.</p> <p><b>20%</b> Plans, organizes, develops, and conducts sensitive and complex statewide projects that have extensive labor relations impact. Reviews and analyzes legislation, arbitration decisions, policy changes, and administrative regulations for impact on employer-employee relations. Develops strategies and alternatives for addressing impact and communicates to all levels of management. Works closely with departmental executives, managers, and supervisors on various labor relations issues. Serves as chief negotiator on the more sensitive and complex impact negotiations. Responsible for advising management on the impact and developing alternatives to possible impact</p>						

10%	<p>issues as well as developing strategies for negotiations.</p> <p>Develops, maintains, coordinates, and presents training for managers and supervisors regarding contract administration, grievance handling, and employer-employee relations. Trains labor staff on all aspects of labor relations. Performs other related duties as required.</p>	
<p><b>KNOWLEDGE AND ABILITIES</b></p> <p><i>Knowledge of:</i> Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level.</p> <p>Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources.</p> <p><b>SPECIAL PERSONAL CHARACTERISTICS</b></p> <p>Demonstrated ability to act independently, open-mindedness, flexibility, and tact.</p> <p><i>Interpersonal Skills:</i> Work independently and in a team setting; ability to multi-task; track projects and monitor deadlines, take appropriate action to ensure appropriate timeframes are met.</p> <p><i>Additional Desirable Qualifications:</i> The ability to speak clearly and concisely, and articulate the most complex issues both orally and in writing. Travel independently as needed. Experience using course authoring tools and software, eLearning development, and Learning Management System administration a plus.</p> <p><b>SPECIAL PHYSICAL CHARACTERISTICS</b></p> <p>Persons appointed to this position must be reasonably expected to exert up to 10lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time but may involve walking or standing for brief periods of time.</p>		
<p><b>SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></b></p>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
<p><b>EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i></b></p>		
<p>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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.</p>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE