



Classification: Labor Relations Specialist
 Position Number: 880-600-9535-003

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 23-600-XXX	Classification Title: Labor Relations Specialist	Position Number: 880-600-9535-003
Incumbent Name: Vacant	Working Title: Labor Relations Specialist	Effective Date: December 2023
Tenure: Permanent	Time Base: Full Time	CBID: E98
Division/Office: Division of Administrative Services/Human Resources Branch		Section/Unit: Labor Relations Unit
Supervisor's Name: Audra DeBenedetti		Supervisor's Classification: Staff Services Manager II (Managerial)

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the general direction of the Staff Services Manager II (Managerial) 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.
Position Description
The Labor Relations Specialist is responsible for providing guidance and expertise to management and supervisors in areas involving Labor Relations matters and completes all activities necessary to assure the effectiveness of the State Water Resources Control Boards (Water Boards) Labor Relations program, including the supervision of one Labor Relations Unit staff. The Labor Relations Specialist works on the most complex Labor issues with minimal direct review.
Essential Functions (Including percentage of time):



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40%	Oversees the Water Boards Labor Relations program. Implements and updates Water Board policies and procedures related to labor, and actively develops grievance responses in conjunction with managers and supervisors providing guidance and strategies for resolution at the lowest level possible. Interprets and enforces Memorandum Of Understandings (MOU) provisions; ensures State compliance with laws, policies, and labor agreements, including the Fair Labor Standards Act (FLSA), liaisons with California Department of Human Resources (CalHR) in administering the state's labor programs and resolving employee disputes; responds to employee and union inquiries regarding labor issues; notices unions on matters that require notice, serves on the management team at the Unit 9 and 10 (Engineering and Scientist) collective bargaining tables; conducts delegated negotiations with employee organizations on operational issues and policy changes.
30%	Consults and oversees a Labor Relations Unit staff on various functions including but not limited to: Matters pertaining to the CalEPA Telework program, Economic Interest (Form 700) filers, Ethics Training responsibilities in accordance with the Water Boards, Conflict of Interest Code (COIC) and the Fair Political Practice Commission (FPPC), Human Resources Branch (HRB) related contracts, HRB internet updates and AB119 compliance.
10%	Conducts Labor Relations training for Water Boards managers and supervisors to include, but not limited to: Grievance training, overviews on the Fair Labor Standards Act, contract (MOU) updates, and other LR trainings as necessary.
10%	Serve as the departmental representative for arbitrations and Unfair Practice Charges filed by employee organizations that go before the Public Employment Relations Board (PERB). Prepares, in conjunction with the assigned Water Board attorneys, CalHR attorneys and CalHR Labor Relations staff, documentation in support of and acts as Departmental representative at PERB hearings and the Statutory Appeals Hearings before CalHR.

Marginal Functions (Including percentage of time):

5%	Assist Water Boards Labor Relations Unit staff on performance management matters including but not limited to consultations with supervisors and managers on performance and conduct issues, preparations of Counseling Memorandums, Rejections on Probation, Adverse Actions, Absent Without Leave Separations, Merit Issue Complaints, etc.
5%	Works on special assignments that may be assigned by State Board management. Performs other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at desk, read, communicate and type on a keyboard for extended periods of time. Ability to lift 10 pounds, bend and reach above shoulders to carry or retrieve files and/or documents.

Typical Working Conditions:



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The incumbent works on the 2nd floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Travel will be required locally and within the state.

Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**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 his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

YES NO

Employee Name	Employee Signature	Date