

**DUTY STATEMENT**

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**DUTY STATEMENT**

Name: Vacant	Date: July 2025
Classification: Labor Relations Specialist	Position #: 673-810-9535-002
Division/Office: Administrative Services Division	CBID: E98
Section: Human Resources Branch, Labor Relations Unit	
Supervisor Name: Sonu Sharma	Supervisor Classification: Staff Services Manager II

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- ☒ Designated under Conflict-of-Interest Code.
- ☐ Duties performed may require pre-employment physical.
- ☐ Duties performed may require drug testing.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
- ☐ Operates heavy motorized vehicles.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Works at elevated heights or near fast moving machinery or traffic.
- ☐ Performs other duties requiring high physical demand. (Explain below):
- ☐ Duties require use of hearing protection and annual hearing examinations.

**SUPERVISION EXERCISED**

<input type="checkbox"/> None	<input checked="" type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises n/a

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Total number of positions in Section/Branch/Office for which this position is responsible: n/a

**FOR LEADPERSONS OR TEAM LEADERS ONLY:**

Indicate the number of positions by classification that this position LEADS: This position may serve as a lead to one other individual assigned to handle Labor-related matters.

**MISSION OF SECTION:**

Responsible for representing management in all phases of collective bargaining; represent management in labor relations issues impacting the California Air Resources Board (CARB) and the Office of the Secretary, California Environmental Protection Agency (CalEPA) and participate in negotiations with employee unions; provide contract interpretation and labor relations expertise and advice to management. Provides exams, selections, and recruitment services for CARB and CalEPA, provide training and staff development opportunities for new and existing employees. Responsible for the special projects, that includes but not limited to the development and implementation of workforce planning efforts.

**CONCEPT OF POSITION:**

Under the limited general direction of the Staff Services Manager II (SSM II), the Labor Relations Specialist is responsible for the development, implementation, and administration of the labor relations program and policy, for overseeing and coordinating CalEPA Headquarters (HQ) building-wide related labor relations programs, policies and resolution of issues, complaints, and grievances. Represents CalEPA management and CARB in all phases of the State's Labor Relations Program, including participation in statewide collective bargaining, meet and confer sessions, and impact bargaining with employee representatives. Occassional Travel may be required.

<b><u>% OF TIME</u></b>	<b><u>RESPONSIBILITIES OF POSITION</u></b>
30% E	Under the limited general direction of the SSM II, independently performs the most complex and sensitive labor relations staff work involving all aspects of CARB and CalEPA labor relations programs. Consult with, advise, and provide labor relations expertise to CARB staff and personnel management staff on a variety of complex and sensitive labor relations and human resources matters. Independently provide consultation and recommend alternatives to management in making determinations involving interpretation, implementation, and administration of provisions of labor agreements for 12 bargaining units, ensure CARB compliance with laws, rules, and other policies and procedures related to the State's Labor Relations and Personnel Management Programs. Represent CARB interests as an active member of statewide management negotiation teams; identify issues, conduct research, and participate in the development and costing of CARB management proposals and positions in preparation for statewide and impact bargaining negotiations; review, interpret, and evaluate the impact on CARB operations, as well as potential issues associated with proposals prepared by the California Department of Human Resources (CalHR), other State Departments, or proposals presented by employee representatives. Assist in the preparation and development of

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	management proposals and counter proposals during the course of negotiations; provide regular status updates to CARB management.
20% E	Research and reports to management on arbitration cases, unfair labor practice hearings, case law, legislation and other administrative regulations related to the fields of labor relations and human resource management and analyzes potential impact. Analyzes, investigates, recommends, and makes decisions regarding disposition of employee contract grievances and complaints; prepares departmental and agency level responses to grievances and complaints filed by CARB and CalEPA employees as well as grievances and complaints filed by CalEPA Boards, Department, and Office (BDO) staff involving issues related to the CalEPA HQ building. Independently conducts grievance settlement conferences with full authority to enter into settlement agreements on behalf of CARB and CalEPA; responds to union information requests, allegations, and charges such as unfair labor practices; participates in and conducts impact bargaining and meet and confer sessions with employee union representatives with authority to agree to, oppose or to seek higher-level Departmental consultation regarding specific proposals and/or courses of action. Participates in meetings with exclusive representatives regarding sensitive discipline issues. Tracks, reviews, and recommends approval/denial of union leave.
20% E	Prepares manuals, correspondence and develops labor relations and human resource related policies and procedures; develops and conducts training seminars related to labor relations, human resources, and contract administration. Serves as CARB and CalEPA's Telework Coordinator and has primary responsibility for CARB's Telework Program and associated training requirements. Serves as the lead of CalEPA BDO of the Secretary (Agency) Telework Advisory Group (TAG).
15% E	Under the limited general direction of the SSM II, independently performs the most complex and sensitive labor relations staff work involving all aspects of CalEPA labor relations programs. Consult with, advise, and provide labor relations expertise to CalEPA agency staff and other CalEPA BDO labor relations and personnel management staff on a variety of complex and sensitive labor relations and human resources matters. Independently provide consultation and recommend alternatives to management in making determinations involving interpretation, implementation, and administration of provisions of labor agreements for 12 bargaining units, ensure CalEPA compliance with laws, rules, and other policies and procedures related to the State's Labor Relations and Personnel Management Programs. Represent CalEPA interests as an active member of statewide management negotiation teams; identify issues, conduct research, and participate in the development and costing of CalEPA management proposals and positions in preparation for statewide and impact bargaining negotiations; review, interpret, and evaluate the impact on CalEPA operations, as well as potential issues associated with proposals prepared by CalHR, other State Departments, or proposals

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	presented by employee representatives. Assist in the preparation and development of management proposals and counterproposals during the course of negotiations; provide regular status updates to CalEPA management.
10% E	Oversees activities of and assists division liaisons in the performance of Conflict of Interest (COI) requirements and telework for their assigned division. Prepares the Pre-Notification package for distribution by division liaisons to designated employees in preparation for the annual filing of Statement of Economics Interests. Maintains the COI and Ethics Orientation database; assists in updating CARB COI code; makes determinations regarding the need to file for newly established positions and newly appointed contract staff; responsible for reporting non-filers to the Air Political Practices Commission Enforcement Division; performs audits of Forms 700 filed by CARB and CalEPA staff, Board and Committee members; responds to requests for COI records and generates reports.
5% M	Assist the branch with special projects such as Manager Upward Feedback Evaluation and review of the department's administrative policies.