

**AGRICULTURAL LABOR RELATIONS BOARD
GENERAL COUNSEL PROGRAM
DUTY STATEMENT**

PART A	
Position No: 013-240-9518-900 (Bilingual)	Date:
Class: Field Examiner I (Limited Term)	Name:
<p>Under the general direction of the Regional Director and direct supervision of the Field Examiner III (FE III), the incumbent furthers the ALRB's role in the Rural Strategic Engagement Program (RSEP), a multi-departmental effort to educate agricultural workers about workplace rights, increase access to state services in rural areas and improve state labor enforcement programs. The incumbent conducts RSEP work, which includes the investigation of unfair labor practice (ULP) charges, working with attorneys in the prosecution of violations of the Agricultural Labor Relations Act (ALRA) and conducting interviews and outreach to agricultural workers in Spanish and English. The incumbent also assists with trainings of stakeholders and participates in multi-departmental know-your-rights clinics. The incumbent helps to implement referral systems and other collaborative efforts among ALRB staff, other LWDA departments and community-based organizations. The incumbent's work product is monitored and/or reviewed on a regular basis. These duties include, but are not limited to:</p>	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
40%	<p>ULP matters: Investigates routine unfair labor practice charges but may be assigned some more responsible assignments. This includes reviewing information and evidence with the FE III and Attorney before interviewing parties and witnesses in Spanish and English, reviewing investigative documentation (e.g. interview notes, declarations, written statements and evidence collected) with the FE III before preparing investigative reports, requests for document production, written correspondence to parties and other case related correspondence. Works closely with the FE III and attorneys in the investigation and prosecution of violations of the Agricultural Labor Relations Act (ALRA), including hearing preparation and support. Works on joint enforcement matters together with staff from other governmental enforcement entities.</p>
20%	<p>Trainings, Clinics and Outreach: Assists with training to stakeholders including community-based organizations and agricultural workers about the ALRB and rights that the ALRA protects. Participates in know-your-rights clinics to agricultural workers in rural regions throughout the state, together with other government service providers. Conducts outreach to stakeholders through in-person community events, online presentations and through media such as radio and livestream presentations.</p>
20%	<p>Referrals and other RSEP collaborations: Works with RSEP staff to help implement referral systems, conducts intake interviews of agricultural workers, assists agricultural workers with referrals to other service providers, works collaboratively with other government service providers to ensure agricultural workers receive services, conducts follow-up and documents services received.</p>

15%	Compliance and representation matters: Works with the Regional Director and attorneys on majority support petitions, and remedy compliance. With direction from the FE III, prepares basic backpay specifications and other amounts owed to workers per settlements and Board orders.
	MARGINAL FUNCTIONS
5%	Miscellaneous: Other duties as assigned including responding to public and stakeholder inquiries, docketing charges and petitions,

Supervision Received:

This position receives direct supervision from the Field Examiner III and general supervision from the Deputy General Counsel and Regional Director, including delegation of assignments feedback on work product, and supervision and enhancement of investigative skills.

Supervision Exercised:

None.

Travel:

Travel will be required as needed and may be required overnight. The incumbent may be required to drive a motor vehicle to conduct State business.

Special Requirements:

The incumbent may sometimes be required to work on Saturday or Sunday or after hours based on business needs.

Other Information:

This position is designated under the Conflict-of-Interest Code. The incumbent is required to submit a Statement of Economic Interest (Form 700) within 30 days of assuming office, annually by April 1st and within 30 days of leaving office.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

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Class: Field Examiner I (Limited Term)		Name:			
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing applications and related documents; preparing forms; proofreading documents.					X
HEARING: Answering telephone inquiries and providing verbal information.					X
SPEAKING: Answering inquiries over the telephone and providing verbal information; public speaking at Board sponsored and other workshops.					X
WALKING: Distributing information and work to be reviewed to supervisory staff; copying				X	
SITTING: Sitting at desk answering telephone inquiries or making telephone calls for clarification of project issues during application reviews; reviewing project applications.					X
STANDING: When providing public presentations.		X			
BALANCING:	X				
CONCENTRATING: Analysis of project to determine eligibility and feasibility under federal and state regulations; determining appropriate response to written correspondence; determining needs of callers and providing information; preparing staff reports and federal & state tax forms and documents.					X
COMPREHENSION: Understanding procedures and policies governing the Board; understanding the inquiries from callers.					X
WORKING INDEPENDENTLY: Must be able to work alone without much guidance or interaction from other staff at times.				X	
LIFTING UP TO 10 LBS OCCASSIONALLY: Carrying projects from file room to office.			X		
LIFTING UP TO 20 LBS OCCASSIONALLY AND/OR 10 LBS FREQUENTLY:	X				
LIFTING UP 20-50 LBS OCCASSIONALLY AND/OR 25-50 FREQUENTLY:	X				
FINGERING: Pushing buttons on the computer, calculator and telephone.					X
REACHING: Answering telephone.				X	
CARRYING: Transporting project application files to and from office and file room.			X		
CLIMBING:	X				
BENDING AT WAIST:	X				
KNEELING:	X				
PUSHING OR PULLING:	X				
HANDLING: Using computer.				X	
DRIVING:		X			
OPERATING EQUIPMENT: Computer, telephone, Xerox machine; fax.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS:				X	
WORKING IN CONFINED SPACE: Enclosed office environment.					X

PART B

PROSPECTIVE EMPLOYEE RESPONSE

Do you have any physical or mental condition or limitation that will prevent you from performing the essential functions of the position as described above?

- No. I have no physical or mental condition or impairment that would prevent or otherwise impair me from performing the essential functions of the job, as set forth in the job description above.
- No. I do have a physical or mental condition or limitation that will require reasonable accommodation in order for me to be able to perform one or more of the essential functions of the job, as set forth in the job description above.
- Yes. I have a mental or physical condition or limitation that will prevent me from performing one or more of the essential functions of the job, as set forth in the above job description even with reasonable accommodation.
- I am not sure if I have any physical or mental condition or impairment that might prevent or otherwise impair me from performing one or more of the essential functions of the job, as set forth in the above job description.

Note: If you have checked this box, please indicate in the space below the following information:

- (1) The essential function in question, and
- (2) The specific functional limitations you have that you believe may prevent or otherwise impair you from performing that essential function.

You may attach additional pages if necessary. A member of the HR team may contact you to discuss potential accommodations; you will be provided information regarding your specific Reasonable Accommodation, if it is deemed necessary in order for you to perform the essential function(s) of the job.

CERTIFICATION: I certify that I have provided true and complete information concerning my ability to perform the essential functions as it pertains to above job description. (Any misrepresentation or material omission may be cause for dismissal.)

Applicant's Signature

Date Signed