

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Labor Relations Analyst

POSITION NUMBER:

800-692-9529-XXX

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Administration/Human Resource Services Branch

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Labor Relations Bureau

SUPERVISOR'S NAME:

Layla Saleem

SUPERVISOR'S CLASS:

Labor Relations Manager II

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ None
- ☐ Other (Explain below)

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

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

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (Check one):

- ☒ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

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

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The California Department of Social Services (CDSS) employees are our most important resource in serving California's needy and vulnerable children and families. The Labor Relations Section (LRS) represents the Department and CDSS management team in all areas of labor/management relations. The LRS program assists managerial and supervisory employees who are responsible for developing sound, positive employee relations practices in their work units to ensure that Departmental policies and procedures and the terms of negotiated agreements are administered properly and consistently. The LRS focuses on establishing and maintaining positive employer-employee relations. The Labor Relations Officer (LRO) is responsible for developing, coordinating, and administering employee relations and Labor Relations policies for the Director's approval.

CONCEPT OF POSITION:

Under the general direction of the LRO and Labor Relations Specialists (LRS) for CDSS, the Labor Relations Analyst (LRA) will perform a wide variety of analytical and completed staff work in the field of labor relations, including grievances, arbitrations, and labor negotiations for collective bargaining units within the Department. The LRA will act as a management representative and will undertake and complete a variety of activities necessary to assure the effectiveness of the Labor Relations Program.

A. RESPONSIBILITIES OF POSITION:

All work must be accomplished in accordance with civil service laws and rules utilizing the Ralph C. Dills Act, Collective Bargaining Agreements, Fair Labor Standards Act, California Code of Regulations, California Government Code, Family Medical Leave Act, Personnel Management Liaison Memos, and California Department of Human Resources (CalHR) Pay Letters.

- 40% Provides advice and counsel to Departmental management on the interpretation and application of labor relations matters. Analyzes and interprets state and federal labor law, Public Employees Relations Board (PERB) decisions, court cases affecting labor relations, State Personnel Board (SPB) decisions, contract provisions, arbitration decisions, Departmental policies, procedures, and programs involving labor relations by gathering information, meeting with appropriate parties, and preparing reports and related documents using PowerPoint, Word, and/or Excel. Exercises appropriate judgment in answering questions and releasing information. Communicates accurately, effectively, orally, and in writing. Prepares and presents concise, logical, oral, and written reports. Develops strategies to address employee concerns and promote management positions.
- 20% Researches, investigates, and obtains necessary information to prepare responses to grievances and complaints appealed to the Departmental level. Conducts grievance conferences as needed and meets with employees, supervisors, and labor representatives concerning complaints and potential or actual grievances. Responds to union inquiries regarding Department practices and policies as they may affect employee terms and conditions of employment.
- 15% Participates in collective bargaining negotiations. Assists in the presentation of factual information, identifies problem areas, and gives preliminary responses to union allegations. Drafts recommended management proposals for negotiations for assigned bargaining units and offices. Works closely with CDSS' LRO and/or CDSS' LRS in representing management with CalHR in analyzing data. Assists in meet-and-confers, negotiation proposals, and strategies. Researches, analyzes, and prepares statistical data regarding classifications, bargaining units, salary data, grievance issues, and demographics using electronic data, Internet information, and hard copy materials regarding personnel and labor relations. Recommends appropriate positions relative to bargaining issues, drafts proposed contract language, and advises management regarding the status of bargaining negotiations. Participates in and/or conducts meetings with employee organizations regarding proposed changes to working conditions. Represents management on all issues related to the Dills Act when participating in meet-and-discuss sessions with the various unions.
- 5% Assists CDSS' LRO and/or CDSS' LRS in investigating unfair labor practice (ULP) charges, makes recommendations in defending charges, and assists in the preparation of pre-conference briefs for PERS hearings. Meets with appropriate parties, reviews precedential PERB decisions, and consults with labor staff.
- 5% Assists in developing training materials and programs, coordinates and provides training to management and designated personnel in labor relations, contract administration, ULPs, pre-election conduct, grievance handling, etc. using knowledge of the Dills Act, provisions contained in the collective bargaining agreements, and Departmental policies.
- 5% Assists in preparing the Department's position for grievance/arbitration hearings. Interviews witnesses for hearings. Identifies alternative or potential settlement options. Attends hearings as a Department representative as needed.
- 5% Administers the Department's union time bank records and Physical Fitness Incentive Program. Maintains credit eligibility and billing records. Initiates the appropriate contract for services. Provides appropriate verification records to the union and contracted outside vendor. Prepares authorization for payment of services.
- 5% Logs grievances and related documents into the grievance log and Excel shared directory file. Logs ULP charges into the ULP log and Excel shared directory file. Takes appropriate steps to ensure implementation of stipulated agreements to grievances, complaints, ULP's, etc. Acts as a note taker during grievance meetings, meet-and-discuss, and meet-and-confer activities by taking notes, completing into a Word document, and emailing to CalHR, other Labor Relations Staff, and affected and/or participating management team members.

B. SUPERVISION RECEIVED:

The LRA Range A receives assignments that are directly supervised and primarily structured, standard, and recurring. Incumbents in LRA Range B are under the general direction of the CDSS' LRO and/or CDSS' LRS and perform complex, responsible, and technical labor relations staff work.

C. ADMINISTRATIVE RESPONSIBILITY:

Researches and prepare analyses, position papers, proposals, reports, and correspondence in the field of labor relations, collective bargaining, and related labor-management areas. Maintains various management team lists. Responsible for maintenance of job steward lists, union leave banks, and union leave requests.

D. PERSONAL CONTACTS:

The LRA has daily contact with all levels of managers and supervisors in the Department, union representatives, employees, and their representatives, labor relations staff of other Departments, staff of various control agencies such as CalHR and SPB, and other individuals and organizations for the purpose of assisting CDSS' LRO and/or LRS in advancing the mission of CDSS on behalf of the state as the employer in conducting collective bargaining negotiations, dispute resolutions, PERB proceedings, arbitration case representation, and grievance hearings.

E. ACTIONS AND CONSEQUENCES:

The LRA acts under the general direction of CDSS' LRO and/or CDSS' LRS. The LRA is expected to undertake and successfully provide Department management staff with correct technical labor relations advice and to effectively advocate the Department's interests in often adversarial situations with employee organizations. The consequence of error is significant. At times, the LRA will be representing Department interests in service-wide areas where we represent a significant atypical work situation from the general working conditions for the collective bargaining unit. As such, the LRA is responsible for effectively communicating appropriate labor relations information/direction to program managers and other administrative units within the Department.

F. OTHER INFORMATION:

The LRA may obtain discretionary authority to make commitments for the Department. Errors in judgment can result in grievances, ULP's, considerable financial expense, and low employee morale. Incomplete staff work by the LRA can result in the unnecessary loss of grievance arbitrations or ULP cases. Incorrect technical labor relations advice by the LRA regarding the interpretation and application of contract provisions, statutes, regulations, and policies and procedures in the field of labor relations can also result in the loss of management flexibility to address issues and negatively impact management's operation of its program as well as cost considerable financial expense to the Department.

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Labor Relations Specialist

POSITION NUMBER:

800-692-9535-XXX

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Administration/Human Resource Services

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Labor Relations Bureau

SUPERVISOR'S NAME:

Layla Saleem

SUPERVISOR'S CLASS:

Labor Relations Manager II

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
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SUPERVISOR'S SIGNATURE

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EMPLOYEE'S SIGNATURE

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SUPERVISION EXERCISED (Check one):

- ☒ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

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MISSION OF ORGANIZATIONAL UNIT:

The California Department of Social Services' employees are our most important resource in serving California's needy and vulnerable children and families. We partner with our employees, our managers and supervisors to select, hire, develop and maintain the best professional workforce in state service. The Human Resource Services Branch (HRSB) will develop the best workforce and work environment in state service.

CONCEPT OF POSITION:

Under the general supervision of the Labor Relations Officer for CDSS, the Labor Relations Specialist (LRS) will have primary labor relations responsibility for significant collective bargaining units within the Department. The LRS assists in the management and the administration of the Department's Labor Relations Program and represents the Director in all aspects of collective bargaining for assigned bargaining units and offices. The LRS will undertake and complete a variety of activities necessary to assure the effectiveness of the Labor Relations Program.

A. RESPONSIBILITIES OF POSITION:

- 40% Provides advice and counsel to departmental management on the interpretation and application of labor relations matters; analyzes and interprets state and federal labor law, Public Employees Relations Board (PERB) decisions, court cases affecting labor relations, State Personnel Board (SPB) decisions, contract provisions, arbitration decisions, departmental policies, procedures and programs involving labor relations by gathering information, meeting with appropriate parties and preparing reports and related documents using Word and/or Excel. Exercise appropriate judgment in answering questions and releasing information; communicate effectively, orally and in writing; prepare and present concise, logical, oral and written reports. Develops strategies to address employee concerns and promote management positions. Investigates and prepares responses to grievances; conducts negotiations with employee organizations to resolve disputes or grievances having full authority to make commitments for the Department.
- 15% Develop management proposals for negotiations for assigned bargaining units and offices. Works closely with Departmental management and represents CDSS on statewide subcommittees with CalHR in analyzing data and assists in meet and confer, negotiation proposals and strategies. Research, analyze and prepare statistical data regarding classifications, bargaining units, salary data, grievance issues and demographics using electronic data, Internet information and hard copy materials regarding personnel and labor relations. Represents CDSS with CalHR at main table bargaining sessions for assigned bargaining units. Recommends positions relative to bargaining issues, drafts contract language and makes commitments for the Department during negotiations.
- 15% Investigates unfair labor practice charges, makes recommendations to management in defending charges and assists in preparation of preconference briefs for PERB hearing. Meets with appropriate parties, reviews precedential PERB decisions and consults with CalHR legal and labor staff.
- 15% Represents management on all issues related to the Dill's Act when meeting and conferring with the various unions and independently drafts, negotiates, signs and implements settlement agreements.
- 5% Develops training materials, coordinates and provides training to management and designated personnel in labor relations, contract administration, unfair labor practices, pre-election conduct, grievance handling, etc. using knowledge of the Dills Act, MOU's and departmental policies.
- 5% Represents management at arbitration hearings with authority to speak for and commit CDSS to specific actions; prepares Department position for the hearing; interviews witnesses for hearings; identifies alternative or potential settlement options; serves as Department representative at the hearing in settlement negotiations with authority to commit on the Department's behalf.
- 5% Logs grievances and related documents into the grievance log and Excel shared directory file; logs unfair labor practice charges into the Unfair Labor Practice (ULP) log and Excel shared directory file; takes appropriate steps to ensure implementation of stipulated agreements to grievances, complaints, ULP's, etc. Acts as a note taker during grievance meetings, meet and discuss, meet and confer activities by taking notes, completing into a Word document, and emailing to CalHR, other Labor Relations Staff and affected and participating management team members.

B. SUPERVISION RECEIVED:

The LRS receives only general direction from CDSS Labor Relations Officer. The LRS has wide latitude in the planning, organization and performance of duties.

C. ADMINISTRATIVE RESPONSIBILITY:

Prepare analyses, position papers, proposals, reports and correspondence in the field of labor relations, collective bargaining and related labor-management areas. Responsible for the designation of the Department's management team. Maintains various management team lists. Responsible for maintenance of job steward lists, union leave banks and union leave requests.

D. PERSONAL CONTACTS:

The LRS has daily contact with all levels of managers and supervisors in the Department, union representatives, employees and their representatives, labor relations staff of other Departments, staff of various control agencies such as CalHR and SPB and other individuals and organizations for the purpose of advancing the mission of CDSS on behalf of the state as the employer in conducting collective bargaining negotiations, dispute resolution, PERB proceedings, arbitration case representation and grievance hearings.

E. ACTIONS AND CONSEQUENCES:

The LRS acts with considerable independence therefore the consequence of error is significant. The LRS is expected to undertake and successfully complete all actions necessary to effectively represent the Department's interests in significant areas of the Department with minimal supervisory direction. At times the LRS will be representing Department interests in service wide areas where we represent a significant atypical work situation from the general working conditions for the collective bargaining unit. In these cases, the LRS will be responsible for insuring that general service wide agreements will not negatively impact this Department's operations. The LRS will have primary internal and external responsibility for specific collective bargaining units impacting multiple program divisions within the Department. As such, the LRS is responsible for effectively communicating appropriate labor relations information/direction to program managers and other administrative units within the Department. The LRS is responsible for seeing that Department commitments that have been made are completed.

F. OTHER INFORMATION:

The LRS has the authority to make commitments for the Department. Errors in judgment can result in grievances, ULP's, considerable financial expense and low employee morale. Incomplete staff work by the LRS can result in the unnecessary loss of grievance arbitrations or unfair labor practice cases. Poor decisions by the LRS in giving direction, meeting with the union, responding to grievances or at the bargaining table can result in the loss of management flexibility to address issues and negatively impact management's operation of its program as well as cost considerable financial expense to the Department.

A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.