

DUTY STATEMENT DEPARTMENT OF STATE HOSPITALS - NAPA

JOB CLASSIFICATION: LABOR RELATIONS ANALYST

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

The Labor Relations Analyst (LRA) at Napa State Hospital is staff to the Staff Services Manager I (Employee Relations Officer) and functions as the primary liaison between the Hospital's administration, management, supervisors, and the exclusive employee representatives. The LRA functions independently within the constraints of delegated authority and responsibility. This position is designated exempt from collective bargaining. Typical responsibilities of the LRA at Napa State Hospital include but are not limited to the following:

50%	<ul style="list-style-type: none"> • Investigate and research grievances and complaints; monitor and comply with required time frames, coordinate responses; provide consultation to managers and supervisors regarding resolution of grievances and complaints for various levels of review; recommend resolution and draft responses for all grievances and complaints filed at the Executive Director's level. • Initiate changes based on decisions and monitor compliance and impact of the changes. Advises and assists managers and supervisors in the interpretation and application of labor agreements, codes, and laws and investigates grievances and complaints and develops suggested responses. • Review proposed changes in hospital policy, procedures, or practice to determine whether a notice or bargaining obligation exists; and provides appropriate notification to labor organizations. • Represent hospital at formal negotiations and informal or informational meetings with labor organizations and responds to inquiries and requests from labor organizations; • Coordinate with Department of State Hospitals Labor Relations and other state hospital labor relations staff and respond to inquiries from employees regarding labor/management relations and hospital policies, procedures, and practices; and maintains and promotes effective working relationships with labor organizations and provide consultation and information to managers and supervisors on implementation and interpretation of Collective Bargaining Agreements (CBAs) and performance issues. • Meet with union representatives and stewards regarding contractual issues, grievances and complaints. Disseminate information to unions; chair quarterly Joint Labor Management Committee (JLMC) meetings.
30%	<ul style="list-style-type: none"> • Develop and present annual training to managers and supervisors regarding CBAs, grievance and complaint handling, and other related issues; provide training to new employees, supervisors, and managers; coordinate training provided by DSH-Sacramento Labor Relations staff to DSH-Napa employees. • Prepare notices of adverse action and function as facility advocate throughout employee appeals processes; • Assume role of and perform duties of Employee Relations Analyst (ERA) during his/her absence, or when additional workload of ERA requires assistance and consults with managers and supervisors regarding progressive corrective and adverse personnel actions.

	<ul style="list-style-type: none"> • As the lead for the Qualifications Review Panel, coordinate the review and approval of Educational Pay Differentials and Range Changes for employees in all 14 Bargaining Units • Research and draft responses for the Executive Director regarding requests for emergency cashout of Compensating Time Off (CTO). • Serve on hospital committees and task teams addressing human resource issues. Maintain a liaison with DSH-Sacramento Labor Relations staff; provide information, as requested, and maintain a liaison with the Department of Human Resources (CalHR) and employee organizations on representational matters.
10%	<ul style="list-style-type: none"> • Maintain and promote effective working relationships with managers, supervisors, and employees of all disciplines; as well as the Department, other state or governmental agencies, and the public. • Responsible for assignments in the general area of personnel management; act as Employee Relations Manager as assigned; and complete other projects as assigned. • Attend General Management meetings as needed and when directed by Human Resources Management
10%	<ul style="list-style-type: none"> • Maintain Nepotism Process at DSH-N; compile documents for Nepotism Compliance Plans and track Nepotism Compliance Plan progress; assist managers and supervisors with completing the Nepotism Compliance Plan Package, track receipt and completion of DSH 3215 Verification of Personal Relationships and Hiring of Relatives forms; respond to Employment Office regarding DSH 3215 forms for prospective new hires; and maintain Nepotism Compliance Plan log. • Participate in the review and/or formulation of procedures, policies, and alternatives relating to a wide range of issues. • Other related duties as required.

2. SUPERVISION RECEIVED

The Labor Relations Analyst functions under the general direction of the Staff Services Manager I).

3. SUPERVISION EXERCISED

The Labor Relations Analyst does not exercise supervision of staff, however, works independently as well as with a team while taking lead on tasks, projects and other related duties as assigned.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: General principles, practices, and trends of labor-management relations, public administration, human resources, or business administration; research and data collection techniques; communication techniques for gathering, evaluating, and transmitting information; and, English language such as proper punctuation, grammar, the meaning and spelling of words, pronunciation of words, and rules of composition in order to effectively communicate in writing and verbally to others.

ABILITY TO: Read, analyze, and logically interpret and apply appropriate laws, rules, regulations, memoranda of understanding, policies, procedures, and instructions; plan, organize, and conduct research, and investigatory and statistical work; reason logically, analyze situations, and develop and evaluate alternatives and take effective action; accurately secure, evaluate, analyze, and record facts; prepare clear and succinct reports, graphs, correspondence, and statistical reports; comprehend written material; communicate

effectively verbally and/or in writing; consult and advise interested parties; use good judgment and make sound decisions in critical situations; establish and maintain cooperative relations and gain confidence with those contacted in the work environment; and, handle stressful and/or sensitive situations with tact and labor-management diplomacy.

5. REQUIRED COMPETENCIES

SAFETY: Actively supports a safe/hazard free workplace through practice of personal safety and vigilance in the identification of safety/security hazards, and infection control.

CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

6. LICENSE OR CERTIFICATION – NOT APPLICABLE

7. TRAINING - Training Category = D

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS - EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public; and Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

_____ Employee Signature	_____ Print Name	_____ Date
_____ Supervisor Signature	_____ Print Name	_____ Date
_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date

