



State of California
California Energy Commission
DUTY STATEMENT
CEC-004 (Revised 4/2024)

Classification(s): Analyst III

Working Title: Employee Relations Consultant

Position Number: 535-208-5402-XXX

Division/Branch or Office: Administrative and Financial Management Services Division / Human Resources & Support Services Branch / Employee Relations

Collective Bargaining Identifier (CBID): C01

Work Week Group (WWG): 2

Date Approved: June 19, 2026

Conflict of Interest (COI): ☐ Yes ☒ No

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Job Description

Under the general direction of the Employee Relations Office Manager (Supervisor I) in the Human Resources & Support Services Branch (HRSS), Employee Relations Office (ERO), the Employee Relations Consultant (Analyst III) serves as the Department's lead subject matter expert for the day-to-day activities related to performance management, progressive discipline, labor relations, telework, and may serve as lead analyst, providing guidance and training to lower-level analysts within the unit. The Analyst III also works in collaboration with the Supervisor I to build an effective Labor Relations and Performance Management Unit within the California Energy Commission (Commission). This position has the primary responsibility for performing the more varied, complex, technical, and analytical performance management, labor, and telework-related work. The incumbent works in close partnership with department division management and other HRSS staff on performance matters and provides quality service to department divisions. The incumbent is required to communicate effectively, evaluate and prioritize workload, work alone and/or in a team environment with the Supervisor I and ERO staff, use personal office equipment, including software applications (MS Word, Excel, Outlook, etc.) in the performance of the duties and responsibilities described below.

Essential Duties

30% Performance Management

Provide guidance, consultation, and recommendations to Commission managers and supervisors concerning employee performance, conduct, and attendance issues, the State's progressive discipline process (i.e., preventative, corrective, and adverse phases) in accordance with the applicable bargaining unit contracts, departmental procedures, and control agency policies, rules, laws, guidelines, and procedures.

Draft personnel actions, such as Adverse Actions, Rejections During Probation, AWOL Separations, and responses to Merit Issue complaints, as well as review corrective counseling memoranda's, denials of salary adjustment or range changes, attendance and/or expectations memoranda, for Commission management staff, to ensure conformity with departmental procedures, and control agency rules, laws, policies, and procedures. Completes the finalization of personnel actions and ensures appropriate processing and service of the document packets. Coordinate and facilitate Skelly and/or Coleman Hearings upon request; serve as note taker; and assist in the coordination of service of applicable notices. Assist in the development and revision of departmental procedures related to performance management and progressive discipline. Develop and conduct formal and informal training for Commission managers/supervisors regarding the progressive discipline process, annual performance appraisals, and probationary reports.

20% Collaboration

Consults with managers/supervisors to discuss and provide guidance related to routine, complex, and/or highly sensitive employee discipline concerns and recommend appropriate action and/or process to be taken. Provide early intervention services to management when potential employee-employer issues arise, including those involving performance issues.

May consult with the Commission's Equal Employment Opportunity (EEO) Officer, Reasonable Accommodation Coordinator, and/or Disability Management Analyst in providing consultation to management to address performance, behavioral, or attendance concerns with special circumstances related to EEO issues, Reasonable Accommodation, Workman's Compensation, and the Family Medical Leave and/or California Family Rights Act.



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Provide directions on union notifications and prepare appropriate notices for employee organizations. Participate as a department representative in negotiations with the control agency and employee unions on the interpretation and application of laws, rules, regulations, policies, or directives affecting terms and conditions of employment, or to meet and confer/discuss as delegated by CalHR.

30% Labor Relations

Assists with the administration of the Commission's labor relations functions to ensure the development of effective labor/management strategies that are consistent and promote the overall goal of fostering a positive and collaborative labor/management relationship. Consult with, advise, and provide labor relations expertise to management and HR personnel on a variety of complex and sensitive labor relations and human resources matters. Advise management and staff on the interpretation and application of employee contract provisions. Establish and maintain cooperative relationships with the unions and harmonious employer-employee relationships.

Analyze, investigate, and prepare departmental responses to employee grievances and complaints, including developing recommendations for resolution. Consults with management on employee grievances, conducts grievance conferences, and meets with employees, supervisors, and labor representatives to address and resolve complaints and potential or actual disputes.

Provide subject matter expertise to Commission management and executive leadership on labor contracts and personnel matters, including the interpretation and application of contract provisions, applicable laws, policies, and procedures. Provide informal training to Commission management on any new and negotiated agreements to ensure compliance and informed decision-making. Participate in labor/management meetings, forums, etc., to ensure good relations and resolution at the lowest level. Provide directions on union notifications and prepare appropriate notices for employee organizations. Participate as a

department representative in negotiations with the control agency and employee unions on the interpretation and application of laws, rules, regulations, policies, or directives affecting terms and conditions of employment, or to meet and confer/discuss as delegated by CalHR.

15% Telework

Oversee the administration of the telework process for Commission staff. Prepare annual communications regarding the renewal of telework agreements, provide guidance and training on completing the agreement, and prepare reports as requested for HR management, the Director of the division, and the Executive Office.

Marginal Duties

5% May serve in a lead role in providing guidance and training to lower-level analysts in the unit, or in an acting capacity in the absence of the Employee Relations Supervisor. Perform other duties as required, consistent with the classification's specifications.

Knowledge, Skills, and Abilities

Knowledge of: Principles, practices, and trends of public and business administration, management, supportive staff services, governmental functions and organization, and methods and techniques of effective communication and leadership and principles, problems, and procedures of program planning, public administration, and the legislative processes; principles, practices and trends of organization and management; planning, implementation, monitoring and evaluation methodology; organizing and conducting surveys; and research techniques.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; and coordinate the work of others, act as a team leader, and appear before legislative or other committees and analyze legislation, identify concerns, and make recommendations to management; recognize and evaluate emerging trends; plan, develop and coordinate program activities; plan, design, implement and evaluate programs and projects; recommend standards, policies and procedures; conduct research and analysis of quantitative and qualitative data; analyze sensitive and controversial situations accurately, take appropriate action and communicate sensitive and controversial topics and decisions effectively; evaluate the work of others in accomplishing complex tasks; and effectively communicate difficult technical concepts



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Working Conditions

The CEC supports a hybrid workplace model with office-based and remote-centered workers. Limited in-person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance is essential to successful performance. This position is remote-centered, which means the incumbent works 50 percent or more of their time from an alternate work location.

Diversity and Inclusion Statement

Serving all Californians, the CEC embodies diversity, equity, and inclusion, and has taken an active and meaningful role in creating an environment that enables each employee to thrive.

Employee's Acknowledgement: I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

Employee's Name (Print): _____

Employee's Signature: _____ **Date:** _____

Supervisor's Acknowledgment: I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

Supervisor's Name (Print): _____

Supervisor's Signature: _____ **Date:** _____



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Classification(s): Analyst II

Working Title: Employee Relations Analyst

Position Number: 535-208-5393-XXX

Division/Branch or Office: Administrative and Financial Management Services Division/ Human Resources & Support Services Branch / Employee Relations

Collective Bargaining Identifier (CBID): R01

Work Week Group (WWG): 2

Date Approved: June 19, 2026

Conflict of Interest (COi): ☐ Yes ☒ No

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Job Description

Under the direction of the Employee Relations Office Supervisor, the Analyst II works independently and in collaboration with the Employee Relations Office Supervisor to build an effective Labor Relations and Performance Management Unit within the California Energy Commission (Commission). The incumbent serves as an employee relations analyst, performing more responsible, varied, complex, technical, and analytical performance management and labor-related work. The incumbent works in close partnership with department division management and other staff within the Human Resources and Support Services Branch on performance matters and provides quality service to department divisions. The incumbent is required to communicate effectively, evaluate and prioritize workload, work alone and/or in a team environment with the Employee Relations Office Supervisor and staff, use personal office equipment, including software applications (MS Word, Excel, Outlook, etc.) in the performance of the duties and responsibilities described below.

Essential Duties

- 40% Provide guidance to all levels of management within the Commission on the preventative, corrective, and adverse phases of the progressive discipline process in accordance with the applicable bargaining unit contracts and the State's progressive disciplinary policy. Duties include drafting and preparing personnel actions, such as Adverse Actions, Rejections During Probation, AWOL Separations, and responses to Merit Issue complaints, for Commission management staff. Completes the finalization of personnel actions and ensures appropriate processing and service of the document packets. Coordinate and facilitate Skelly and/or Coleman Hearings, upon request, as well as serve as note taker. Consults with managers/supervisors to discuss and provide guidance related to routine, complex, and/or highly sensitive employee discipline concerns and recommend appropriate action and/or process to be taken. Consults with the Reasonable Accommodation Coordinator and Disability Management Analyst in providing consultation to management to address performance and/or behavioral concerns with special circumstances. Assist in the progressive discipline and performance management process and procedures; and provide early intervention services to management when potential employee/employer issues arise, including those where performance issues are involved.
- 35% Assists with the administration of the Commission's labor relations functions to ensure the development of effective labor/management strategies that are consistent and promote the overall goal of fostering a positive and collaborative labor/management relationship. Consult with, advise, and provide labor relations expertise to management and HR personnel on a variety of complex and sensitive labor relations and human resources matters. Advise management and staff on the interpretation and application of employee contract provisions. Establish and maintain cooperative relationships with the unions and harmonious employer-employee relationships. Analyze, investigate, and prepare departmental responses to employee grievances and complaints, including developing recommendations for resolution. Consults with management on informal and first-level grievances, conducts grievance conferences, and meets with employees, supervisors, and labor representatives to address and resolve complaints and potential or actual disputes. Participate in labor/management meetings, forums, etc., to ensure good relations and resolution at the lowest level. Provide directions on union notifications and prepare appropriate notices for employee organizations. Participate as a department



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representative in negotiations with the control agency and employee unions on the interpretation and application of laws, rules, regulations, policies, or directives affecting terms and conditions of employment, or to meet and confer/discuss as delegated by CalHR.

- 10% Develop and conduct formal and informal training for Commission managers/supervisors regarding the progressive discipline process, annual performance appraisals, and probationary reports.
- 10% Assist with the administration of the telework process for Commission staff. Duties include preparing annual communications regarding the renewal of telework agreements, providing guidance and training on completing the agreement, and preparing reports as requested for HR management, the Director of the division, and the Executive Office.

Marginal Duties

- 5% May serve in a lead or acting capacity in the absence of the Employee Relations Supervisor. Perform other duties as required, consistent with the classification's specifications.

Knowledge, Skills, and Abilities

Knowledge of: Principles, practices, and trends of public and business administration, management, supportive staff services, governmental functions and organization, and methods and techniques of effective communication and leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; and coordinate the work of others, act as a team leader, and appear before legislative or other committees.

Working Conditions

The CEC supports a hybrid workplace model with office-based and remote-centered workers. Limited in-person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance is essential to successful performance. This position is remote-centered, which means the incumbent works 50 percent or more of their time from an alternate work location.

Diversity and Inclusion Statement

Serving all Californians, the CEC embodies diversity, equity, and inclusion, and has taken an active and meaningful role in creating an environment that enables each employee to thrive.

Employee's Acknowledgement: I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

Employee's Name (Print): _____

Employee's Signature: _____ **Date:** _____

Supervisor's Acknowledgment: I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

Supervisor's Name (Print): _____

Supervisor's Signature: _____ **Date:** _____