

Duty Statement – Workforce

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Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Labor Relations Analyst	Position Number: 673-810-9529-xxx
Incumbent Name:	Working Title: Labor Relations Analyst	Effective Date: Click or tap to enter a date.
Tenure: Limited-Term	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Administrative Services Division	Section/Unit: HRB/Labor Relations Unit	Reporting Location: Sacramento
Supervisor's Name: TBD	Supervisor's Classification: Supervisor II	CBID: E97
Confidential Designation: ☐ Yes ☐ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☒ None ☐ Lead		

General Statement

The Labor Relations Unit is responsible for representing management in all phases of collective bargaining and overseeing labor relations issues that impact both the California Air Resources Board (CARB) and the Office of the Secretary, California Environmental Protection Agency (CalEPA). The Unit serves as the primary authority on contract administration, providing expert interpretation of labor agreements, delivering strategic labor relations advice to management, and executing necessary administrative duties to ensure organizational compliance, workplace accountability, and operational continuity across both entities.

Competencies

All employees are responsible for understanding and demonstrating the core competencies of collaboration, communication, customer engagement, digital fluency, diversity and inclusion, innovative mindset, interpersonal skills, and resilience.

Position Description

Under the general direction of the Supervisor II, the Labor Relations Analyst (LRA) performs professional analytical work of average difficulty in support of CARB's Labor Relations program. The LRA serves as the analytical tier of labor relations, researching policies, drafting grievance responses, and coordinating meet-and-discuss sessions. Working in close partnership with the higher-level Labor Relations Specialist (LRS), the LRA assists with complex labor issues, escalates sensitive cases, acts as an active backup, and shadows the LRS during advanced negotiations and high-level strategy meetings to build institutional expertise. Duties include, but are not limited to the following:

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% of Time	Essential Functions
30%	Contract Interpretation, Compliance, & Advisory Services: Review, analyze, and interpret boilerplate language across multiple state bargaining unit Memorandums of Understanding (MOUs). Work with the Transactions and Classification and Certification Unit to gather responses for shift differential pay, Out of Class pay, and other pay processing discrepancies. Under the guidance of the LRS, may consult with supervisors, managers, and staff regarding routine contract applications, shift differentials, and scheduling parameters. Seek strategic guidance from the Labor Relations Specialist to advise local management on the complex interpretation and application of worker contract provisions. Review local operations and division procedures to proactively prevent or correct contract violations and unfair labor practices under the Ralph C. Dills Act. Research and assist with responses to union job stewards and field representatives to resolve day-to-day labor friction points, complaints, and operational issues. Consult with the LRS to develop, provide, and facilitate training sessions and presentations to management and staff regarding new labor contracts and successfully negotiated agreements.
30%	Grievance Administration & Dispute Resolution: Seek guidance from the LRS for advanced dispute resolution. Research various state authorities—including Memorandums of Understanding (MOUs), State Personnel Board (SPB) laws and rules, the Departmental Operations Manual, the California Code of Regulations (CCR), and California Department of Human Resources (CalHR) Bulletins—to compile necessary information for formal actions. Utilize research to investigate facts and independently draft comprehensive departmental responses to all second-level grievances. Schedule, organize, and conduct formal grievance conferences; meet directly with employees, supervisors, and labor representatives concerning active complaints, potential grievances, and Merit Issue Complaints. Act as a frontline resource to assist supervisors and managers in navigating, investigating, and responding to first-level grievances within established contractual timelines.
15%	Bargaining Support & PERB Litigation Assistance: Assist advanced specialists during contract or impact-and-effect bargaining preparation by researching and gathering cross-state salary, benefit, and policy data. Identify potential local bargaining issues; research and assist in drafting official departmental bargaining positions. Prepare and issue appropriate formal notices to employee organizations regarding local program changes that affect the terms and conditions of employment. Assist the LRS in meet and discuss sessions with labor unions, representing local management with discretionary authority to make operational commitments on behalf of leadership. Coordinate and participate in formal meet and confer sessions, arrange logistics for union site visits, and disseminate mandated notices. Review all unfair labor practice (ULP) charges filed against the institution; assist CARB Headquarters and CalHR Legal Counsel in responding to ULP charges with the Public Employment Relations Board (PERB). Assist CalHR in preparing files and case layouts for informal and formal ULP hearings before

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	PERB and attend hearings as a departmental representative. Disseminate, track, and support the operational implementation of statewide arbitration decisions.
10%	Serve as the primary analytical backup for agency-wide tracking structures, including Telework agreements, the Conflict of Interest (COI) database, and Personal Services Contract (PSC) notices. Provide foundational tracking and project support for the Return to Office (RTO) program rollout and ongoing compliance. Manage the shared Labor Relations intake inboxes, analyze data trends, and generate operational metric reports for leadership. Research information for completion of all arbitration checklists received from the (CalHR). Prepares, organizes case materials, and attends arbitration hearings with staff counsel from CalHR.
10%	Coordinate and verify the formal release of employees for approved union activities and union leave time. Maintain physical and digital labor relations case files, ensuring strict confidentiality boundaries and secure information handoffs are always preserved. Perform administrative duties to maintain unit readiness, including writing clear internal desk procedures, tracking checklists, and templates. Serve as the operational backup to the LRS during vacancies or absences; participate in occasional travel to other CARB offices as necessary to conduct business.

% of Time	Marginal Functions
5%	Work on special projects, as assigned. May perform other duties related to and under the scope of the classification.

Typical Physical Conditions/Demands

This position requires frequent sitting, standing, walking, bending, and reaching. It also requires frequent use of hands, wrists, and fingers for keyboarding and document manipulation. Moving objects weighing up to 25 pounds may be necessary. Occasionally, you may be exposed to outdoor weather, dust, or noise.

Typical Working Conditions

Position is located in a high-rise building. Requires being in a stationary position, consistent with office work, for extended periods. Standard office environment (for example, artificial lighting, controlled temperature, etc.) Daily use of a computer, office equipment, and/or telephone.

Special Requirements of Position (Check all that apply):

- ☐ Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).

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- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☒ Travel up to __10__ percentage
- ☐ Bilingual Fluency needed in _____(language)
- ☐ Other-

Supervisor Statement

I certify that this duty statement accurately describes the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date: Date
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Employee Statement

I have discussed these duties with my supervisor and have been provided with a copy of this duty statement. I certify that I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

** Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need reasonable accommodation to perform the essential functions of this position? ☐ Yes ☐ No		
Employee Name:	Employee Signature:	Date: Date