

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 1 of 4

Duty Statement

☐ Current ☒ Proposed

RPA Number:	Classification Title: Labor Relations Specialist	Position Number: 673-810-9535-XXX
Incumbent Name:	Working Title: 673-810-9535-XXX	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: Human Resources Branch, Labor Relations Unit	Reporting Location: Sacramento
Supervisor's Name: Vacant	Supervisor's Classification: Supervisor II	CBID: E98
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. Under the general direction of Supervisor II, the Labor Relations Specialist (LRS) performs specialized work in the field of labor relations by conducting research and providing consultation and guidance to the Department on union-related issues and by serving as a representative of the Department in various settings for California Air Resources Board (CARB) and CalEPA.

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 Specialist (LRS) is responsible for providing technical and analytical staff work associated with complex, analytical, and sensitive issues in the Labor Relations Unit (LRU). LRS is responsible for conducting research and providing consultation and guidance to the Department on union-related issues and by serving as a

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 2 of 4

representative of the Department in various settings for both California Air Resources Board (CARB) and CalEPA. The LRS shall work effectively with all levels of management; interpret and apply labor law and labor agreement provisions; develop training programs in employer-employee relations for management; obtain, analyze, research and write reports; communicate effectively; use good judgment and make sound decisions in critical situations; handle stressful or sensitive situations with tact and labor-management diplomacy.

% of Time	Essential Functions
45%	Independently performs the most complex and sensitive labor relations staff work involving all aspects of CARB and CalEPA labor relations programs. Consult with, advise, and provide labor relations expertise to CARB staff, CalEPA agency staff, CalEPA BDO labor relations, and personnel management staff on a variety of complex and sensitive labor relations and human resources matters. Independently provide consultation and recommend alternatives to management in making determinations involving interpretation, implementation, and administration of provisions of labor agreements for 12 bargaining units, ensure CARB/CalEPA compliance with laws, rules, and other policies and procedures related to the State's Labor Relations and Personnel Management Programs. Represent CARB/CalEPA interests as an active member of statewide management negotiation teams; identify issues, conduct research, and participate in the development and costing of CARB/CalEPA management proposals and positions in preparation for statewide and impact bargaining negotiations; review, interpret, and evaluate the impact on CARB operations, as well as potential issues associated with proposals prepared by the California Department of Human Resources (CalHR), other State Departments, or proposals presented by employee representatives. Assist in the preparation and development of management proposals and counter proposals during the negotiations; provide regular status updates to CARB management.
20%	Research and reports to management on arbitration cases, unfair labor practice hearings, case law, legislation and other administrative regulations related to the fields of labor relations and human resource management and analyzes potential impact. Analyzes, investigates, recommends, and makes decisions regarding disposition of employee contract grievances and complaints; prepares departmental and agency level responses to grievances and complaints filed by CARB and CalEPA employees as well as grievances and complaints filed by CalEPA Boards, Department, and Office (BDO) staff involving issues related to the CalEPA HQ building. Independently conducts grievance settlement conferences with full authority to enter into settlement agreements on behalf of CARB and CalEPA; responds to union information requests, allegations, and charges such as unfair labor practices; participates in and conducts impact bargaining and

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 3 of 4

	meet and confer sessions with employee union representatives with authority to agree to, oppose or to seek higher-level Departmental consultation regarding specific proposals and/or courses of action. Participates in meetings with exclusive representatives regarding sensitive discipline issues. Tracks, reviews, and recommendations for approval/denial of union leaves.
20%	Prepares manuals, correspondence and develops labor relations and human resource related policies and procedures; develops and conducts training seminars related to labor relations, human resources, and contract administration. Serves as CARB and CalEPA's Telework Coordinator and has primary responsibility for CARB's Telework Program and associated training requirements. Serves as the lead of CalEPA BDO of the Secretary (Agency) Telework Advisory Group (TAG). Assists with the Return to Office (RTO) program.
10%	Oversees activities of and assists division liaisons in the performance of Conflict of Interest (COI) requirements and telework for their assigned division. Prepares the pre-notification package for distribution by division liaisons to designated employees in preparation for the annual filing of Statement of Economics Interests. Maintains the COI and Ethics Orientation database; assists in updating CARB COI code; makes determinations regarding the need to file for newly established positions and newly appointed contract staff; responsible for reporting non-filers to the Air Political Practices Commission Enforcement Division; performs audits of Forms 700 filed by CARB and CalEPA staff, Board and Committee members; responds to requests for COI records and generates reports. Participate in occasional travel to other CARB offices as necessary to conduct business.

% of Time	Marginal Functions
5%	Assist the branch with special projects such as Manager Upward Feedback Evaluation and review of the department's administrative policies and procedures. 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):

Duty Statement – Workforce

ASD/HRB-12 (REV. 12/2025) Page 4 of 4

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

Employee Statement

I have discussed these duties with my supervisor and have been provided 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