

**DEPARTMENT OF JUSTICE  
DIVISION OF ADMINISTRATIVE SERVICES  
OFFICE OF HUMAN RESOURCES  
LABOR RELATIONS OFFICE**

**INCUMBENT:** Vacant

**JOB TITLE:** Labor Relations Specialist

**STATEMENT OF DUTIES:** Under the general direction of the Labor Relations Manager (LRM), the Labor Relations Specialist (LRS) serves as a highly-skilled, independent consultant and project leader for the Office of Human Resources (OHR), Labor Relations Office. The LRS acts as a subject matter expert (SME) in labor relations, independently performing the full range of labor relations work relating to assigned bargaining units, excluded employees, labor relations programs, procedures and assigned projects for the department. The LRS may act as the chief spokesperson representing the department in negotiations with the labor unions and the Department of Human Resources (CalHR). The LRS must be knowledgeable about past and present labor issues and trends within the labor community. The LRS must be knowledgeable in the variety of departmental programs in order to adequately represent programs during negotiations. Additionally, the LRS serves as a project leader to develop and review policies and procedures relating to labor relations. Excellent customer relations, negotiations techniques and tactics, patience, political acumen and tact are essential.

**SUPERVISION RECEIVED:** Reports directly to the Labor Relations Manager I. May receive direction from Telework and Labor Relations Lead, Division Chiefs and Directors, and/or the Chief Deputy Attorney General, and/or Chief Deputy of Operations.

**SUPERVISION EXERCISED:** None

**TYPICAL PHYSICAL DEMANDS:** Sedentary; personal computer is utilized on a daily basis to perform and/or complete tasks such as writing reports, creating spreadsheets and charts, initiating or responding to email, etc. Ability to tolerate aggressive, hostile behavior while maintaining professionalism during conflict resolution.

**TYPICAL WORKING CONDITIONS:** In a remote work environment, home office or similar environment. At the office, an enclosed or open-spaced cubicle in a smoke-free environment located within a high-rise building in Sacramento, California. Occasional travel throughout the state.

Challenging interpersonal relationships and conflicting demands from management, CalHR, and labor unions or associations. During negotiations, may work excess hours up to and including weekends in a variety of uncontrolled work environments (e.g., conference rooms, hotel rooms, union headquarters).

### **ESSENTIAL FUNCTIONS**

- 30%** Facilitates departmental meet and confer sessions with the exclusive representatives and devises the proper management team by utilizing department staff, including Chief Assistants, Chiefs, Directors, labor relations staff and/or other managers and supervisors. With authority pursuant to delegation from CalHR and after gaining guidance from departmental management, may commit the department and state to binding collective bargaining agreements. Represents department as a member of CalHR's State bargaining team during statewide negotiations for assigned bargaining units. Responsible for initiating and conducting the analyses of all bargaining proposals and agreements determining the full impact on departmental operations and agrees or opposes specific bargaining proposals (after gaining guidance from departmental management and the Labor Relations Manager). Responsible for being an active participant in development of State positions on matters with the scope of bargaining. Facilitates implementation of and compliance with the collective bargaining agreements, accomplished through a combination of written and verbal contract interpretations, including management briefings, policy, procedure and training to all levels of management. Provides direction and consultation on contract interpretation and implementation to executive staff, employment law attorneys, managers, supervisors and labor relations staff. Leads staff in the implementation of negotiated programs (e.g., post and bid, transfer lists). Leads department workgroups associated with Compensation Requests, Harvest Proposals, and policy improvement. Researches, gathers data, and drafts DOJ's Compensation Requests and Harvest proposals in partnership with other relevant OHR programs and DOJ stakeholders, and briefs senior management on the proposals to obtain their approval.
- 30%** Investigates grievances utilizing appropriate staff when necessary and meets with the union representatives/grievant to discuss the issues involved and to facilitate resolution and/or settlement. Applies knowledge of labor contract provisions, arbitration decisions, departmental policies, State laws and rules, regulations and past practices of the Department to prepare recommendations and well-rounded responses. Maintains awareness of any potential precedent setting decision that could impact the Department and/or State. Provides consultation and guidance to all levels of management in responding to grievances. Investigates grievance and provides oversight to management responsible for drafting responses for employee grievances, and is responsible for drafting responses to grievances at the last departmental level. Develops and maintains cooperative working relationships with union representatives. Answers questions either by means of formal written correspondence, telephone and/or meeting with union representatives. Interfaces and collaborates with other OHR programs on issues within cross-functional areas within OHR, such as Merit Issue Complaints, or other investigations, and acts as a resource by assessing impact and developing solutions in conjunction with the other units. Responds and provides guidance on requests for Administrative Time Off and inquiries related to the Telework Policy.
- 30%** Researches, consults, advises, and assists all levels of management regarding interpretations and compliance of departmental policies, labor agreements, state and federal labor laws, state and federal employment laws, including Fair Labor Standards Act and Federal Family and Medical Leave Act. Provides technical advice to all levels of management on grievance handling, personnel management and labor relations issues.

## Labor Relations Specialist

### Duty Statement

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Reviews and makes recommendations on implementation of policy and program changes. In conjunction with other OHR units, advises all levels of managers, supervisors and labor relations staff in best practice for personnel management techniques. May be required to become Department expert on specific human resources/labor subject matters such as, Family Medical Leave Act, transfers based on seniority, Police Officer Bill of Rights, information practices act, parking issues, fingerprinting, telecommuting, etc. Provides assistance to task force studies on labor relations matters, analyzes legislation, case law and administrative regulations in the field of labor relations.

**05%** Prepares union notice documents to inform the exclusive representatives of DOJ's intent to make workplace changes, reviews and analyzes legislative bills proposing new or revised state law, implements department policy and administers programs assigned to the Labor Relations Office. Facilitates union access requests and administrative tasks such as union leave, reporting new employees to the unions, etc.

**05%** Represents the Department in settlement discussions with labor union representatives, pre-arbitration conferences and arbitration hearings. Investigates contract violation charges, gathers facts, interviews witnesses and prepares an analysis including a cost estimate, to establish the Department's position. Represents the Department in arbitration hearings, consults with and assists the CalHR attorney in fact gathering, analysis, case preparation and hearings. Responsible for all labor relations issues relating to non-represented employees. Develops and conducts training programs for managers and supervisors on all aspects of state labor relations policies and proper practices in all areas of labor-management relations. Provides updated contract training after each negotiation cycle. Attends monthly statewide Labor Relations Forums.

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I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

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Employee's Signature

Date

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Supervisor's Signature

Date