

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Labor Relations Specialist		DWR POSITION NUMBER 0710-9535-001	SAP POSITION NUMBER 50000752	MCR 0
APPOINTEE Vacant		SAP PERSONNEL NO.	DIVISION/SECTION DHR/LRPM/Labor Relations	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☒ Rank and File BU: ☐ E98				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Elnora Jefferson	SUPERVISOR'S CLASSIFICATION Manager I	
APPROVED BY (Personnel Analyst's Name) Jennifer Greathouse			DATE 8-20-26	
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under the direction of the Manager I/Labor Relations Officer, the Labor Relations Specialist (LRS), with a high degree of independence, performs the full range of labor relations work relating to assigned bargaining units, excluded employees, labor relations programs, procedures and assigned special projects. Assignment includes two or more major bargaining units. This LRS position is a non-supervisory position.			
	ESSENTIAL FUNCTIONS The position requires that the incumbent maintain consistent and regular attendance, communicate effectively both orally and in writing, establish and maintain the confidence and cooperation of others; use good judgment, tact and maintain confidentiality. The specific duties are:			
	ADMINISTRATION AND NEGOTIATION OF BARGAINING UNIT CONTRACTS			
25%	CONTRACT IMPLEMENTATION AND INTERPRETATION The LRS, as a subject matter expert, facilitates the Department's implementation of and compliance with the collective bargaining agreements. The LRS is expected to provide direction and consultation on contract interpretations and implementation to managers and supervisors, including compliance with State and federal labor laws and Departmental labor policy, procedures, and programs. This is accomplished through a combination of written and verbal contract interpretations including management briefings, policy, procedure and training. In training sessions and during discussions, the LRS provides direction, guidance and assistance to various managers and supervisors throughout the department on issues pertaining to contract interpretation and compliance.			
25%	GRIEVANCES AND COMPLAINTS The LRS independently prepares the Director's second and third level grievance and complaint responses for the Director or his/her designee's signature. The LRS investigates the grievance utilizing appropriate staff when necessary and meets with the union representative/grievant to			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Elnora Jefferson		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

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25%	discuss the issues involved and to facilitate all required actions. The LRS conducts settlement negotiations with grievant and/or their exclusive representatives. The LRS provides advice and instruction when requested or required to supervisors and managers regarding lower level grievance responses and complaints. NEGOTIATIONS The LRS conducts complex collective bargaining negotiations on statewide Departmental specific issues for assigned bargaining units. Typically the LRS has full authority, pursuant to the delegation from the California Department of Human Resources (CalHR), to commit the Department and the State to binding collective bargaining agreements. For negotiations and meet and confer sessions, the LRS may utilize Departmental staff including executive staff, managers, and supervisors. The LRS represents the Department as a member of one or more State bargaining teams during statewide negotiations on labor contracts for assigned bargaining units. The LRS participates as part of the State's management team providing input and consultation regarding specific bargaining proposals and related discussions. The LRS represents the Department's positions and prepares the information and arguments that support those positions. In preparation for bargaining, the LRS consults with the Department's managers and supervisors to develop the Department's position on bargaining issues. The LRS is responsible for determining the impact of all bargaining proposals on the Department's operations. The incumbent must initiate and coordinate the analysis of bargaining proposals and agreements with respect to their impact on Department's policies, practices and procedures with specific emphasis to cost and operational efficiency. The LRS identifies potential cost items and provides cost estimates as necessary. Prepares negotiating proposals and evaluates the union's proposed contract language.				
	10% ARBITRATIONS AND UNFAIR LABOR PRACTICE CHARGES The LRS represents the Department in initial settlement discussions with labor union representatives at pre-arbitration conferences, pre-unfair charge hearings, arbitration hearings and unfair labor practice charge hearings for assigned bargaining units. The LRS works directly with the CalHR attorney responsible for representing the Department in arbitration hearings. When appropriate, the LRS consults with and assists the CalHR attorney in fact gathering, analysis, preparing arguments, and identifying facts and witnesses to support the Department's position and assists in effective case preparation and hearings. To prepare for arbitration hearings, the LRS investigates the contract violation charge, gathers facts, interviews witnesses and prepares an analysis to establish the Department's position on the most complex issues.				
	5% TRAINING The LRS is responsible for developing and presenting labor relations training in numerous areas including contract administration, Fair Labor Standards Act, grievance handling, etc. Additionally,				

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5%	the LRS develops and provides specialized training as needs are identified in the LRS' assigned areas of responsibility. SPECIAL PROJECTS The LRS represents the Labor Relations Office on Departmental and statewide working committees charged with management analysis, policy development, contract language or planning.			
5%	GENERAL LABOR RELATIONS RESPONSIBILITIES May be called upon to act as labor relations officer in his/her absences. KNOWLEDGE, SKILLS, AND ABILITIES The LRS must be knowledgeable of labor contract provisions, arbitration decisions, Departmental policies and past practices, State laws and regulations, and Personnel Management Liaison Memorandums. The LRS must also be aware of potential precedent setting decisions that could impact the State and its bargaining position. The LRS must also be knowledgeable about past and present labor issues, contract patterns in other jurisdictions and other State bargaining units that may impact the LRS's assigned units. Also required is knowledge and skill in preparing negotiating proposals and evaluating the union's proposed contract language. SPECIAL REQUIREMENTS Work beyond normal workdays and work hours as required by the assignment. Operate a motor vehicle for assignments in the field. All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position. CONSEQUENCE OF ERROR The consequences of an error made while performing labor relations duties can result in loss of time, loss of money, discredit to the Department, decreases in employee morale and/or productivity, and have a detrimental impact on the operations of the Department if bound by poor judgment on the part of the LRS. Consequence of error is assessed within the context of the Department of Water Resources. DWR's critical operational mission and the high level of sophistication of the union representatives increase the probability and severity of errors. Failure to carry out the Department's mission can threaten the integrity of the State's infrastructure as well as pose a threat to life and property.			