

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU: 2, 7 & Non-represented

EMPLOYEE:	CLASSIFICATION: Labor Relations Specialist	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Finance & Logistics Administration / Human Resources / Labor Relations	POSITION NUMBER: 163-837-9535-001 (11067)	CBID: E98
TENURE: Permanent	TIME BASE: Full time	WORK WEEK GROUP: E
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: ☐ 6 Mos. ☒ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR: Labor Relations Manager I	CONFLICT OF INTEREST CATEGORY: ☐ Yes ☒ No	DMV PULL PROGRAM: ☐ Yes ☒ No

1. SUPERVISION RECEIVED:
This position is under the direction of the Labor Relations Manager I.
2. SUPERVISION EXERCISED:
None.
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
This position requires prolonged sitting in an office environment with artificial light and temperature control or in a remote environment, home office, or similar environment. The incumbent will work a minimum of 40 hours per week, with possible overtime in the event of an emergency. Ability to use a personal computer and telephone is essential, as the majority of the work is performed utilizing these tools.
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
The Labor Relations Specialist will have frequent contact with various levels within the department, control agencies, and other State agencies.
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
Failure to effectively perform the duties of the position could result in inaccurate information provided to managers and supervisors regarding contract information and good personnel management practices, which could affect employee morale and/or productivity. This could increase the number of grievances, job actions, and charges of unfair labor practices filed by staff or labor organizations; loss in time and money; and detrimental impact on ongoing or future collective bargaining negotiations.
6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
When requested to fill an operational assignment and until demobilized, the following duties will be performed, and your regular duties may temporarily cease:

May be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other location to provide assistance in emergency response and recovery activities. All staff is required to complete operational related training and participate in one of three Readiness Teams that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region/PSC Operations (Technicians)/PSC Engineering (Engineers)). May be required to participate in emergency drills, training, and exercises.

(CONTINUED) EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:Staff need

to work effectively under stressful conditions; work effectively & cooperatively under the pressure of short leave time; working weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.

While fulfilling an operational assignment it is important to understand that you are filling a specific "position" and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

On Call/Standby/Duty Officer (if applicable)

If assigned on-call, standby or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Governor's Office of Emergency Services (Cal OES) Management (including contact from the State of California Warning Center) and report to work in a fit and able condition if necessary, as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

Under the direction of the Labor Relations Manager I, the incumbent will provide guidance to all department managers and supervisors on a variety of labor relations matters, such as, but not limited to: grievances, interpretation of contract agreements, collective bargaining, harmonious relations with labor organizations, dispute resolution, interpretation of law, State Personnel Board rules and department policies, and proposals to implement policies affecting working conditions for the department.

In alignment with our commitment to diversity, equity, inclusion, and accessibility, all Cal OES employees are encouraged to promote and foster an equitable and inclusive workplace environment.

Percent of Time	ESSENTIAL FUNCTIONS
30%	Provide consultation and make recommendations to management regarding the interpretation and application of the various Memoranda of Understanding (MOUs). Ensure compliance and provide advice to management regarding the interpretation and application of laws, rules, and policies related to labor relations matters. Advise managers and supervisors on the proper handling of grievances and complaints and participate in meetings with employee organizations and management on sensitive issues. Investigate all second-level grievances and independently develop recommended responses for the final level of department review. Provide guidance and consultation to management for all informal discussions and first-level grievances. Respond independently to union allegations and charges to include, but not limited to, unfair labor practices, grievances, complaints, and general inquiries. Represent Cal OES with the California Department of Human Resources (CalHR), in unfair labor practice hearings before the Public Employment Relations Board (PERB) and in grievance arbitration proceedings. Develop and send union notices as required under the respective MOUs and/or Dills Act, including notices on new or updated Cal OES policies and/or procedures which may affect employees terms and conditions of employment. Coordinate responses to all union inquiries/allegations, including responses to formal grievances.
20%	Develop and administer labor relations training to all department managers and supervisors on an on-going basis. Provide training on management and interpretation of appropriate union contracts for their program area. Assist in the determination of training needs and develop and administer labor relations training to all department managers and supervisors on an on-going basis on a variety of labor relations topics. Develop training materials and provide training to management and designated personnel in labor relations, contract administration, unfair labor practices, , grievance handling, etc., using knowledge of the Dills Act, MOUs, and departmental policies. Assist with planning, organizing, conducting, and evaluating training programs covering a variety of Labor Relations subjects. Determine and monitor Cal OES Labor Relations training goals, reports, achievement through consultation, program design, analytics, and participant reviews.

	Develop and assess programs, including top and middle management development, comprehensive supervisory Labor Relations training, and employee orientation programs; provide consultation on professional development training opportunities consistent with the respective MOUs.
20%	Assess the significance of critical and sensitive labor issues which arise during daily operations and formulate/recommend management's position on such issues. This will include meetings as needed with Cal OES Office of Legal Affairs to communicate and collaborate on issues and training needed to prevent future issues. Meet with Facilities management and Human Resources as needed to discuss areas of concern. Update and revise Labor Relations Guide for and training for Supervisors and Managers as needed
15%	Review Personal Service Contracts and provide consultation on Contracting Out Program Union notice requirements in compliance with Government Code Section 19130, Public Contract Code 10337, and applicable MOUs. Coordinate Union Leave requests and work with accounting. Ensure that CalHR invoices are reviewed/approved and verified by Cal OES Human Resources and paid by accounting. Ensure the department's adherence to the Public Employee Communication Act by providing respective reports to labor organizations as required by state law.
10%	Represent the department at meet and confer sessions; meet and discuss sessions; arbitration meetings; mediation and PERB hearings; provide advice; and effectively recommend settlements. Act as the chief negotiator in meet and confer sessions with labor organizations as delegated by CalHR. Communicate and coordinate all responses to labor relations inquiries and information requests from CalHR, as needed. Serve as note taker during any of the above.
<i>Percent of Time</i>	MARGINAL FUNCTIONS
5%	Other Job-Related Duties as Required The incumbent will perform other job-related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be limited to: assisting where needed within the program, which may include special assignments; complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, Empower time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and attendance at staff meetings.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	☐	☐	☐	☐	☒
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	☐	☐	☐	☐	☒
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	☐	☐	☐	☐	☒
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	☐	☐	☐	☒	☐
SITTING: At a computer terminal or desk; conferring with employees.	☐	☐	☐	☐	☒
STANDING:	☐	☐	☒	☐	☐
BALANCING:	☐	☒	☐	☐	☐
CONCENTRATING: Reviews and reads records/documents, research, compose, analyze, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	☐	☐	☐	☐	☒
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	☐	☐	☐	☐	☒
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	☐	☐	☐	☐	☒
LIFTING UP TO 10 LBS. OCCASIONALLY:	☐	☒	☐	☐	☐
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	☒	☐	☐	☐	☐
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	☒	☐	☐	☐	☐
KEYING: Pushing buttons on telephone; typing; copying.	☐	☐	☐	☐	☒
REACHING: Answering phones.	☐	☐	☒	☐	☐

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
CARRYING: Distributing mail; reports; stocking supplies.	☐	☒	☐	☐	☐
CLIMBING: Stairs	☒	☐	☐	☐	☐
BENDING AT WAIST:	☐	☒	☐	☐	☐
KNEELING:	☒	☐	☐	☐	☐
PUSHING OR PULLING:	☐	☒	☐	☐	☐
HANDLING: Documents, manuals	☐	☐	☐	☐	☒
DRIVING:	☐	☒	☐	☐	☐
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	☐	☐	☐	☐	☒
WORKING INDOORS:	☐	☐	☐	☐	☒
WORKING OUTDOORS:	☒	☐	☐	☐	☐
WORKING IN CONFINED SPACE: Enclosed office environment.	☐	☐	☐	☐	☒

OTHER INFORMATION

Must have knowledge of the state and related federal laws, rules, regulations, policies, and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/Employee

Note – If any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.

I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor:

Employee's Signature

Date

I certify that the above accurately represents the duties of the position:

Supervisor's Signature

Date

Civil Service Title