

☐ Current ☒ Proposed

Classification Title Labor Relations Manager I	Division/Unit Childcare Provider Labor Relations Division
Working Title Senior Labor Relations Advisor	HQ Designation CalHR Sacramento
Position Number 363-350-9537-XXX	Date Prepared
Name	Effective Date

CalHR Mission, Vision, and Values

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Mission: To serve as the trusted advisor to our strategic partners and the public, providing exceptional human resource services and guidance in developing a diverse and inclusive workforce.

Our Vision: Shaping California's future of public service excellence with fair and equitable employment opportunities and a diverse, engaged workforce.

CalHR Core Values: People Centric, Leadership, Accountability, DEIA, Integrity, and Transparency.

General Statement

Under the general direction of the Labor Relations Manager II, and with minimal supervision, the Labor Relations Manager I (LRM I) serves as a lead, subject matter expert, and consultant to the Department of Finance, program policy principals at the Department of Social Services, the Department of Education, and the many various contractors and counties that administer subsidy family child care programs on behalf of the state regarding the division's most sensitive and complex labor relations matters of the Childcare Providers Labor Relations Division (CPLRD). The LRM I is responsible for providing technical expertise, guidance, assistance, and support. Assigned work relates to highly complex and sensitive issues consistent with Building a Better Early Care and Education System Act (Child Care Providers Act) and applicable memoranda of understanding. The LRM I exercises the highest degree of independence within the scope of assigned matters. The consequence of error of the LRM I's work product is significant as they will ultimately be relied upon to inform principal policy leads and decision makers.

Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions] conducted [Onsite (O) / Virtually (V)]:

Percentage	(O) / (V)	Essential Job Duties
30%	OV	Relying on expert knowledge of general good labor relations practices and the Child Care Providers Act, independently leads and informs discussions and makes recommendations on a broad range of novel and undefined subjects as they relate to proposals in support of collective bargaining efforts and related policies; coordinating compliance with laws, policies, and labor; reviews, analyzes, and drafts grievance responses to inform the state's position; provides completed staff work on various special projects, as assigned. Actions could be deemed as committing the state to positions and exposing precedent setting risks and liabilities.
30%	OV	Independently researches, analyzes, and proposes defensible positions and strategies for novel and unprecedented issues that are the most complex and sensitive that require collaboration with external parties including the Department of Finance, the Department of Social Services, the Department of Education, and contractors and counties that administer family child care subsidy programs, to inform precedent setting decisions with direct statewide impacts to fiscal outcomes.
10%	OV	Leads the development and/or improvement to procedures and policies through analyzing alternatives across a wide range of issues involving various programs or projects; Lead with collection of data and organization of data in response to information requests, including Public Record Act requests.
10%	OV	Collaborates with interested parties in the preparation of tentative agreements and legislative summaries in proper format for notice and submission to the Legislature for ratification; Lead the preparation of completed contracts and addenda in compliance with Common Look accessibility standards for posting on CalHR's website; As directed, coordinate and facilitate the scheduling and record maintenance of special projects for the Division Chief.
5%	OV	Acts as a backup notetaker during formal contract negotiations, meetings, grievance conferences, and meet and confers; utilizes Excel in order to record the history of grievances, notices, and other historical actions of the CPLRD to ensure the state's intent is recorded to be used in potential litigation and serve as the state's official record.
Percentage	(O) / (V)	Marginal Job Duties
10%	OV	Acts as a backup to maintain the division's external contact email inbox and determine appropriate internal party to forward communication to or respond as appropriate. Maintain and promote effective working relationships with all parties that interact with the division. Acts as a backup to update ListServ email lists in accordance with established procedures. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.
5%	OV	Other related duties as required.

Supervision Received

The Labor Relations Manager I reports directly to and receives the majority of assignments from the Assistant Chief of the Childcare Providers Labor Relations Division or designee.

Supervision Exercised

None. However, on complex projects the LRM I will serve as coordinator or team leader to internal staff and external parties including staff at the Department of Finance, Department of Social Services, Department of Education, and the various contractors and counties that administer subsidized family childcare programs on behalf of the state.

Special Requirements/Desirable Qualifications

- Ability to efficiently utilize technology, including but not limited to Microsoft Office 365 (specifically Word, Excel, Outlook, Power Point, and SharePoint), Microsoft Teams, WebEx, Zoom, and other virtual platforms is required.
- Ability to prioritize and ensure deadlines are met.
- Ability to be flexible while working in a fast-paced environment with a broad range of staff, multi-tasking and re-directing job focus when needed.
- Ability to demonstrate good judgment and confidentiality.
- Ability to work independently and within a team environment.
- Strong customer service and interpersonal skills.
- Strong organizational, project management, and time management skills.
- Ability to confidently and effectively communicate through written and oral communication.
- Ability to analyze data and business processes, draw sound conclusions, and present strong recommendations.
- Proficiency in designing, planning, and implementing policies, procedures and workflow processes.
- Proficiency in English grammar, punctuation and proofreading for publication of materials.
- CalHR employees are expected to model and support CalHR Core Values.

Working Conditions

The duties of this position are performed indoors at the 1515 "S" Street building. The employees' workstation is equipped with standard or ergonomic office equipment, as appropriate.

To promote collaboration, team cohesion, and employee development, CalHR operates on a hybrid schedule in accordance with both Statewide and CalHR's Telework Policies.

Working hours may be subject to change at the last minute and may include late night and weekends. Travel will be required to attend bargaining, meetings, and training classes as required to accommodate the mission and objectives of the division.

Attendance

Employees must maintain regular and acceptable attendance, as determined solely by the Department. They must be regularly available on-site or virtually and willing to work the hours deemed necessary or desirable to meet the Department's business needs.

Employee Acknowledgement

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (RA). * (If you believe an RA is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*An RA 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 their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Name	Date