

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Labor Relations Analyst	<i>Labor Relations Analyst</i>
NAME OF INCUMBENT:	POSITION NUMBER:
	280-338-9529-XXX
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Labor Relations Section	Rionna Jones
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Human Resources Services	Labor Relations Manager II
BRANCH:	REVISION DATE:
Administration	
Duties Based on: ☒ FT ☐ PT– Fraction 3/4 ☐ INT ☐ Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☐ Conflict of Interest Filing (Form 700) Required ☐ May be Required to Work in Multiple Locations ☐ Requires DMV Pull Notice ☒ Travel May be Required ☐ Call Center/Counter Environment ☒ Requires Fingerprinting & Background Check ☐ Bilingual Fluency (<i>specify below in Description</i>) ☐ Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
Additional hours may be required seasonally related to negotiating. Travel may be required related to negotiations, joint labor management committees (JLMCs), training, unfair labor practices, and arbitrations.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Under the general supervision of the Chief, Labor Relations Section, the Labor Relations Analyst is responsible for assisting in interpretation and enforcement of labor union contracts. Assists in developing proposals to implement policies affecting working conditions of employees. With increasing independence, communicates with various levels of executives, management, and of the Department and other external entities, such as the California Department of Human Resources (CalHR), and labor unions in regards to matters related to labor-management relations. Assists with communicating labor relations needs, goals, and objectives to internal and external parties participating in meetings, work groups, and presentation sessions. With assistance, and in support of the Labor Relations Specialist, has direct involvement in day-to-day employee-employer relations activities. The position will handle highly sensitive and confidential (as defined by the Ralph C. Dills Act) data, documents, grievances, arbitrations, Unfair Practice Charges, and other associated confidential work assignments.	
Percentage of Duties	Essential Functions

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30%	Assists with developing presentations to union representatives on departmental policies and conditions of employment. Advises and consults with various levels of Department management on less complex labor relations matters. Prepares Union notices and completes legislative bill analysis on proposed legislation impacting terms and conditions of employment. Assists Union with access to buildings. Coordinates Access requests for EDD worksites statewide, Union Leave requests, and audits union leave.
25%	Coordinates with programs in reviewing EDD program and policy changes to identify potential labor relations impact. Prepares data and contributes towards developing management positions for meet and confer activity related to implementation of program/policy changes. Notetaker for meet and confers, joint labor management committees, and taskforces. Develops and maintains positive working relationships with EDD managers, supervisors, staff and Union Representatives.
25%	Assists management with the grievance/ complaint process including reviewing the first level grievance response for thoroughness and accuracy. Investigates second level grievances on behalf of the Director's Office and develops recommended responses. Researches alleged contract violations, develops appropriate responses within the legal constraints of the contract and departmental policies and practices. Conducts investigations of unfair labor practice charges and contributes towards developing positions for litigation or settlement of the charges.
15%	Serves as the Single Point of Contact (SPOC) for the Post and Bid (P&B) Program. Receives and post all full-time Employment Program Representative (EPR) and Disability Insurance Program Representative (DIPR) position action requests for the Post and Bid (P&B) Program. Determines which positions are to be filled under the P&B Program, which are excluded based on the required 50/50 ratio, and those that meet the exemption criteria and qualify for exclusion from the program. Reviews and approves/disapproves EDD hiring packages for positions subject to the P&B Program. Follows the Human Resource Services Division (HRSD) Procedure Manual for logging documents appropriately, placing advertisements, setting documents for follow-up on the final filing date, verifying eligibility and performance, notifying candidates and appropriate supervisor/manager, and completing required paperwork for the P&B Program. Provides consultation to employees and supervisors/managers on the P&B Program; answers questions and provides information on the program ensuring provisions are consistent with the Memorandum of Understanding (MOU). Identifies needed updates to departmental processes or policies and works with the supervisor or lead analyst to implement necessary changes. Maintains the P&B Program seniority scores, updating the departmental SharePoint site twice a year in accordance with the HRSD Procedure Manual.
Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment

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Lighting: <i>Choose an item.</i>	Pushing/Pulling: Not Applicable - activity does not exist	
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%	
Other: <i>Click here to enter text.</i>		
Type of Environment: ☐ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other:		
Interaction with Customers: ☐ Required to work in the lobby ☐ Required to work at a public counter ☐ Required to assist customers on the phone ☐ Required to assist customers in person ☐ Other:		
5. SUPERVISION EXERCISED: (List total per each classification of staff) <i>Click here to enter text.</i>		
6. SIGNATURES		
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>		
Employee's Name:		
Employee's Signature:	Date:	
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:	Date:	
7. HRSD USE ONLY		
Classification & Pay Unit Approval		
☒ Duties meet class specification and allocation guidelines.	CPG Analyst Initials	Date Approved
☐ Exceptional allocation, STD-625 on file.	AEL	8/26/2026
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i> List any Reasonable Accommodations made:		

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file