

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-235-9529-918				
UNIT NAME AND CITY LOCATED Labor Relations Unit – Elk Grove		CLASSIFICATION TITLE Labor Relations Analyst				
		WORKING TITLE Labor Relations Analyst				
		COI Yes ☐ No ☒	WORK WEEK GROUP E	CBID E97	TENURE P	TIME BASE FT
SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 8280 Longleaf Drive, Elk Grove, CA 95758				
INCUMBENT (If known)		EFFECTIVE DATE				
California Department of Corrections and Rehabilitation (CDCR)/ California Correctional Health Care Services (CCHCS) values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.						
PRIMARY DOMAIN:						
Under the general direction of the Labor Relations Manager I, the incumbent performs analytical staff work in the field of public labor relations by doing research and providing consultation and guidance the department on union-related issues, and by serving occasionally as a representative of the department in various settings.						
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>					
	ESSENTIAL FUNCTIONS					
35%	Provide consultation and guidance to managers and supervisors in all aspects of their relations with the unions that represent their employees, including grievance handling, interpretation of State and Department policies, interpretation of laws, employer-union relations, and collective bargaining agreement terms. Provide representational services to manager and supervisors in formal and informal meetings with employee representatives.					
30%	Investigate and respond to grievances and complaints. In conjunction with program management, assist with the development of first level responses and the strategies for achieving their resolution. Conduct settlement negotiations with grievant and/or the exclusive representative. Assist and represent the Department in the preparation of arbitration cases or Public Employment Relations Board unfair labor practice hearings.					
20%	Independently conduct studies leading to the development of departmental and statewide personnel and employee relations policies and procedures. Independently performs research and analysis to prepare reports on management assignments affecting the labor relations program. Develop and conduct training for Department supervisors and managers on topics such as contract administration, grievance and complaint handling, employee-employer relations techniques, and benefit changes.					

15%	Represent the Labor Relations Unit on Department committees working to develop new work requirements. Prepare union notice documents to inform the Exclusive Representative of the Department's intent to make workplace changes. Review and analyze legislative bills proposing new or revised State laws. Implement Department policies. Monitor union leave. Administer programs assigned to the Labor Relations Office. Perform other related duties as assigned.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> General principles, practices, and trends of labor-management relations, public administration, human resources, or business administration; research and data collection techniques; communication techniques for gathering, evaluating, and transmitting information; and English language such as proper punctuation, grammar, the meaning and spelling of words, pronunciation of words, and rules of composition in order to effectively communicate in writing and verbally to others. <i>Ability to:</i> Read, analyze, and logically interpret and apply appropriate laws, rules, regulations, memoranda of understanding, policies, procedures, and instructions; plan, organize, and conduct research, and investigatory and statistical work; reason logically, analyze situations, and develop and evaluate alternatives and take effective action; accurately secure, evaluate, analyze, and record facts; prepare clear and succinct reports, graphs, correspondence, and statistical reports; comprehend written material; communicate effectively verbally and/or in writing; consult and advise interested parties; use good judgment and make sound decisions in critical situations; establish and maintain cooperative relations and gain confidence with those contacted in the work environment; and handle stressful and/or sensitive situations with tact and labor-management diplomacy. DESIRABLE QUALIFICATIONS OTHER DOMAINS SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT - CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this. SPECIAL PHYSICAL CHARACTERISTICS SPECIAL PERSONAL CHARACTERISTICS - Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts. - Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement. - Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner. - Ability to build trust, improve communication, and assist with the transformation of correctional culture.
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>	
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY</i>	

OF THE DUTY STATEMENT		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE