

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-235-9535-XXX				
UNIT NAME AND CITY LOCATED Labor Relations Unit Elk Grove, California		CLASSIFICATION TITLE Labor Relations Specialist				
		WORKING TITLE				
		COI Yes ☐ No ☒	WORK WEEK GROUP E	CBID E98	TENURE P	TIME BASE FT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO				
INCUMBENT (If known)		EFFECTIVE DATE				
California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities. CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department. Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.						
PRIMARY DOMAIN:						
Under the general direction of the Labor Relations Manager I, the Labor Relations Specialist performs specialized work in the field of public labor relations by conducting research and providing consultation and guidance to the Department on union-related issues and by serving 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					
30%	Provides consultation and guidance to managers and supervisors in all aspects of their relations with the unions, including grievance handling, interpretation of laws, regulations, and policies, employer-union relations, and collective bargaining agreement terms. Provides representational services to managers and supervisors in formal and informal meetings with employee representatives.					
25%	Investigates and responds to grievances and complaints. In conjunction with program management, actively assists in the development of first level responses and the strategies for achieving their resolution. Conducts settlement negotiations with grievant and/or the exclusive representative. Assists in the preparation of and represents the Department in arbitration cases, unfair practice					

20% 15% 10%	complaints, and litigation matters. Acts as chief negotiator for the Department during impact negotiations and has the authority to make independent decisions and commitments. Researches and prepares management positions to be presented as negotiation proposals. Advises management on any employer-employee impact and prepares alternatives to resolve employee impact. Responds to union allegations. Represents the Department as a member of the California Department of Human Resources bargaining team during statewide negotiations of labor contracts for assigned bargaining units. Independently performs research and analysis and conducts studies leading to the development of departmental and statewide personnel and employee relations policies and procedures. Develops and conducts training for Department supervisors and managers on topics such as contract administration, grievance, and complaint handling, employee-employer relations techniques, and benefit changes. Represents the Labor Relations Unit on Department committees. Prepares documents to notice the appropriate unions of the Department's intent to make workplace changes. Reviews and analyzes legislative bills proposing new or revised State laws. Performs other related duties as assigned. Travel throughout the state as necessary.
	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; the collective bargaining process in the private or public sectors; principles of management rights, representation rights, and unfair practices; State and Federal labor law applicable to the public sector; the principles and scope of collective bargaining; standard negotiating strategies, tactics, and impasse procedures; grievance handling procedures; data sources pertaining to public sector employer-employee relations; and the personnel management system of the State. <i>Ability to:</i> Work effectively with all levels of management; interpret and apply labor law and labor agreement provisions; develop training programs in employer-employee relations for management; obtain, analyze, evaluate and apply data such as labor statistics and cost figures; research and write reports; communicate effectively; use good judgment and make sound decisions in critical situations; handle stressful 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 OF THE DUTY STATEMENT</i>		
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