

DUTY STATEMENT



☐ CURRENT

☒ PROPOSED

CIVIL SERVICE CLASSIFICATION Labor Relations Specialist		WORKING TITLE Labor Relations Specialist		
PROGRAM NAME Office of Administrative Services			UNIT NAME Human Resources Office - Labor Relations	
ASSIGNED SPECIFIC LOCATION 1416 9th Street, Sacramento CA 95814			POSITION NUMBER 400 – 107-9535-901	
BARGAINING UNIT E98	WORK WEEK GROUP E	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the general direction of the Manager II, the Labor Relations Specialist is responsible for operational activities pertaining to the Labor Relations Unit. The position functions as the Labor Relations Specialist and is responsible for providing technical and analytical staff work associated with complex, analytical, and sensitive issues in the Labor Relations Unit and has responsibility for assisting in the administration of the Department of Industrial Relations (DIR), Labor Relations Program, which consists of a broad scope of functions, including labor relations, contract administration, grievance handling, policy development and implementation. Work in this class is distinguished from other classes by the use of independent judgment and professional knowledge in the interpretation and administration of labor and employee relations matters. Work is also distinguished by the increased complexity, authority, and organizational visibility.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
25%	MOU Contract Administration Provides guidance and assistance to DIR leadership on administering and ensuring compliance with the various bargaining unit Memoranda of Understanding (MOU). Interprets and administers approximately nine (9) collective bargaining unit MOU agreements, rules and regulations applicable to excluded employees, as well as laws, rules, and DIR policies that impact issues under the scope of representation (wages, hours, and term and conditions of employment). Educates DIR managers and supervisors about the letter and intent of MOU provisions, to ensure consistent application of MOU provisions across DIR.
25%	Departmental Meet and Confer Negotiations Provides consultation to senior leadership to assist with identifying issues subject to collective bargaining and organizational needs that are appropriate for contract negotiations; makes recommendations to Senior Leadership on departmental collective bargaining priorities; and represents DIR in contract negotiations and meet-and-confer sessions. Develops and submits timely union notices to excluded and employee organizations regarding changes under the scope of representation (wages, hours, and other terms and conditions of employment).

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25%	Grievances and Complaints Advise and provides guidance to managers and supervisors regarding the grievance and complaint procedures, consistent with the applicable bargaining unit MOU or governing statute/policy. Responds to union grievance and complaint allegations, as well as unfair labor practice charges; meets with union representatives to resolve employee grievances and other labor relations matters; develops and presents to union representatives departmental policies and conditions of employment in a manner that maintains harmonious labor relations while attempting to resolve such disputes at the lowest level. Engages in all necessary fact finding and/or investigation to determine the merits of more complex grievances and complaints, including grievances appealed to departmental response levels. Assists management to draft and develop grievance and complaint responses, up to and including for the Director's signature. Coordinates with other programs as appropriate when complaints and grievances overlap with other complaint types, including but not limited to discrimination, harassment, and workplace violence complaints. Assists in pre-settlement arbitration and unfair labor practice charge conferences, as well as arbitration hearings and unfair labor practice charge hearings. Collaborates with California Department of Human Resources legal counsel, Senior Leadership, and the Office of the Director legal counsel as appropriate to gather facts, interview witnesses and prepare an analysis to establish the Department's position. Responsible for updating the Grievance and Complaint Access database as needed.
10%	Training and Leadership Develops and delivers labor relations and contract administration training for all DIR leadership; Coordinates labor relations activities between other department labor relations programs, DIR divisions/programs, employee organizations, and DIR Leadership. Directs, leads and provides assistance to the analysts working in the DIR Labor Relations Unit.
10%	Joint Labor Management Committees Coordinates Joint Labor Management Committees (JLMC) with various collective bargaining units as requested to address specific or ongoing issues, such as, workload, productivity, making specific DIR worksites more efficient and effective, and improving the quality of service. Provides consultation to DIR Leadership on resolution of concerns brought to their attention through the JLMC.
Percentage of Time Spent	Marginal Job Functions
5%	Performs special projects and other assigned duties in the Labor Relations field as required.

Conduct, Attendance, and Performance Expectations

This position requires the incumbent to communicate effectively (orally and 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. It further requires consistent and regular attendance, as well as for the incumbent to develop and maintain knowledge and skill related to specific tasks, including methodologies surrounding the principles and scope of collective bargaining, standard negotiating strategies, tactics, and impasse procedures.

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Supervision Received

The incumbent reports directly to and receives majority of the assignments from the Manager II. The incumbent may also receive assignments from the HR Chief and Chief of Administration.

Supervision Exercised

None

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent works in a high-rise, air conditioned, cubicle setting with natural and artificial lighting in close proximity to others. Some travel may be required to attend training and meetings.

Special Requirements/Other Information

All DIR employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all DIR employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation. Some travel may be required.

Physical Abilities

The incumbent will work 40 hours per week. The incumbent will be required to use office equipment including, but not limited to, a personal computer, telephone, and multi-function copy machine. Being in a stationary position for long periods of time.

Additional Requirements/Expectations

Failure to effectively perform the duties of the position could result in incorrect or incomplete information dissemination to management and staff and the inability of the Department to meet its goals and objectives. Failure to comply with laws, rules, and regulations could result in improper personnel practices that could result in legal action against the Department.

Personal Contacts

The incumbent will have daily contact with all levels of departmental personnel, including employees, managers and supervisors, and executives. In addition, the incumbent interacts with representatives from control agencies, such as CalHR, SPB, PERB and labor unions.

Employee Acknowledgment

I have read and understand the duties listed above and 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 these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name

Employee Signature

Employee Sign Date

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Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name

Supervisor Signature

Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

C&S Analyst Initials

Approval Date