

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CSP-Solano	POSITION NUMBER (Agency-Unit-Class-Serial) 674-261-9529-001	MCR / HCR 1	
DIVISION / UNIT State of California Department of Corrections and Rehabilitation California State Prison - Solano	CLASSIFICATION TITLE Labor Relations Analyst		
	WORKING TITLE Labor Relations Analyst		
	TIME BASE / TENURE P/FT	CBID E97	WWG E
LOCATION Vacaville, California	INCUMBENT	EFFECTIVE DATE	
CDCR'S MISSION, VISION and COMMITMENT			
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs. Commitment CDCR and 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.			
DIVISION OVERVIEW			
California State Prison, Solano (CSP-Solano) is an institution responsible for the care, custody, and rehabilitation of incarcerated individuals. CSP-Solano offers a variety of programs aimed at reducing recidivism, including academic education, vocational training, substance abuse treatment, and other rehabilitative services. Staff within the institution support CDCR's mission by ensuring the safe and effective operation of the facility, promoting positive change and upholding the highest standards of professionalism and integrity.			

GENERAL STATEMENT		
Under the direction of the Warden, the Labor Relations Analyst performs full range of labor relations work relating to bargaining units, excluded employees, labor relations programs, procedures and assigned special projects. The Labor Relations Analyst is responsible for representing management in collective bargaining and contract administration activities and is the liaison between management and Labor Union Representatives. This position is considered Confidential pursuant to the Ralph C. Dills Act.		
% 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.	
40%	Research various Memorandums of Understanding and State Personnel Board laws and rules, Departmental Operations Manual, California Code of Regulations, Department of Personnel Administration (DPA) Bulletins, laws and policies of labor administration, Departmental policies, etc. to obtain necessary information as needed to prepare responses to all second level grievances. Conduct grievance conferences. Assist institution supervisors in responding to first level grievances. Meet with employees, supervisors, and labor representatives concerning complaints and potential or actual grievances.	
35%	Advise local management and staff regarding interpretation and application of contract provisions for employee contracts. Provide training on new labor contracts and negotiated agreements. Review local operations/procedures to prevent or correct contract violations and unfair practices under the Ralph C. Dills Act. Meet with job stewards and field representatives to resolve day-to-day labor issues.	
15%	Identify potential local bargaining issues, research, and assist in development and actual drafting of departmental bargaining positions. Prepare appropriate notice to employee organizations regarding local program changes on terms and conditions of employment. Organize and conduct "meet and discuss" with the labor unions. Represent local management when meeting with employee organizations, with discretionary authority to make commitments on behalf of local management. Coordinate and participate in "meet and confers" with headquarters Office of Labor Relations.	
5%	Research information for completion of all arbitration checklists received from DPA. Prepare, organize case materials, and attend arbitration hearings with staff counsel from DPA.	
5%	Maintain local job actions contingency plans. Coordinate the release of employees for union activities. Prepare and present management's position at various types of hearings, such as mini-arbitration and Board of Adjustment Hearings.	
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 through observation and building rapport. • 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.		
SPECIAL REQUIREMENTS		
• CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, nonemployees, and employees shall be made aware of this.		
CONSEQUENCE OF ERROR		
• Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impacts to the department.		
To be reviewed and signed by the supervisor and employee:		
EMPLOYEE'S STATEMENT:		
• I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

SUPERVISOR'S STATEMENT: • I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION • I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE