

**Department of Health Care Access and Information
Duty Statement**

Employee Name	Organization Office of Administrative Services Workforce Support Branch Human Resources 
Position Number 441-164-5402-xxx	Telework Option Hybrid
Classification Analyst III	Working Title Performance Management and Labor Relations Specialist
Supervision Exercised None	Location Sacramento
Conflict of Interest: Yes ☐ No ☒	Fingerprint/Live Scan: Yes ☐ No ☒
Revision Date 9/3/2026	Effective Date

Mission and Vision

HCAI is a leader in collecting data and disseminating information about California's healthcare landscape, promoting an equitably distributed health workforce, and publishing valuable information. The Department does this through five program areas - Affordability, Workforce, Data, Facilities, Financing.

HCAI's mission is to expand access to quality, equitable, affordable health care for all Californians by supporting high value delivery systems, resilient health facilities and workforces, and actionable health information and strategies.

HCAI's vision is a healthier California where all receive equitable, affordable, and quality health care.

General Description

Under the general direction of the Human Resources Chief, the Performance Management and Labor Relations Specialist (Analyst III) serves as the subject matter expert for the day-to-day activities related to progressive discipline and labor relations functions within the Human Resources Services Section (HRSS). The incumbent provides strategic guidance and technical expertise to management and supervisors on a wide range of employee performance and labor relations matters, including progressive discipline, dispute resolution, and contract administration.

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Essential Job Functions

40% Performance Management

Provide guidance, consultation, and recommendations to HCAI managers and supervisors on employee performance and the State's progressive discipline process including the preventative, corrective, and adverse phases in accordance with applicable bargaining unit contracts, departmental procedures, and control agency policies, rules, laws, and guidelines. Draft a variety of personnel actions such as Adverse Actions, Rejections on Probation, Absent Without Leave (AWOL) separations, and expectation or counseling memorandums. Complete the finalization of personnel action packets and ensure proper processing and service. Coordinate and facilitate Skelly and/or Coleman Hearings as appropriate. Assist with developing and revising departmental procedures related to performance management and progressive discipline. Develop and deliver training to HCAI managers and supervisors on progressive discipline processes and procedures.

40% Labor Relations

Provide consultation and guidance to managers and supervisors on all aspects of HCAI's labor relations functions, including grievance handling; interpretation of laws, regulations, and policies; employer-union relations; and collective bargaining agreement terms. Establish and foster harmonious employer-employee relationships. Analyze, investigate, and prepare departmental responses to employee grievances and complaints, including developing recommendations for resolution. Consult with management on employee grievances, conduct grievance conferences, and meet with employees, supervisors, and labor representatives to address and resolve complaints and potential or actual disputes. Develop and submit timely union notices to excluded and represented employee organizations regarding changes within the scope of representation (wages, hours, and other terms and conditions of employment). Independently conduct research and analysis leading to the development of departmental employee relations policies and procedures. Develop and deliver training to HCAI managers and supervisor on topics such as contract administration, grievance and complaint handling, and employee-employer relations techniques.

15% Other

Consult with HCAI Legal, Equal Employment Opportunity (EEO) Officer, Reasonable Accommodation Coordinator, and/or Disability Management Analyst in providing consultation to management to address complex employee relation matters. Represent HCAI in various labor relations and performance management hearings, meetings, training and forums.

Marginal Job Functions

5% Performs related duties, special assignments, and program support activities consistent with the classification and level of responsibility of the position.

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Physical Demands

Must be able to perform the duties contained in this duty statement with or without reasonable accommodation.

Working Conditions

Requires prolonged sitting, use of telephone and video data terminals, and frequent contact with employees and the public. Hours of work are from 8:00 a.m. to 5:00 p.m. Occasional travel and overnight stays to training/conferences or the Los Angeles field office may also be required. Occasional overtime may be required.

Employee Statement

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of this duty statement.

Employee Name	Employee Signature	Date Signed

Supervisor Statement

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Name	Supervisor Signature	Date Signed