Classification: Labor Relations Specialist

Working Title: Labor Relations Specialist

Position Number: 358-231-9535-001

Division/Unit: Human Resources/Labor Relations

Assigned Headquarters: Sacramento Headquarters

Position Eligible for Telework (Yes/No)**: Yes**

Job Description Summary

Under the general direction of the Supervisor II, Labor Relations Manger, the Labor Relations Specialist is responsible for complex labor relations duties in administration of the labor relations program for the California State Lottery (Lottery).

Job Description

30% (Essential Function) Makes determinations and advises management regarding interpretation, application, and implementation of provisions of the labor agreements. Identifies potential bargaining issues and develops departmental positions regarding changes to terms and conditions of employment. Ensures the Lottery remains in compliance with laws, rules, policies, and labor agreements. Advises management on workplace changes (i.e., projects, system implementations, new technology, new policies, etc.) that may require bargaining unit notification and/or limitations on such workplace changes based upon the provisions of labor agreements.

25% (Essential Function) Serves as the Lottery's representative during phases of the collective bargaining process. This includes but is not limited to: negotiating unit specific issues for all bargaining units representing Lottery employees; developing bargaining strategies and techniques to achieve agency goals; and preparing for and participating in negotiations, impasse resolutions, and contract administration activities including decision making. On behalf of the Lottery, conduct meet and confer/meet and discuss sessions, arbitration meetings, mediation, California Public Employment Relations Board (PERB) hearings, and provide advice and effectively recommend settlements taking into consideration the provisions of the appropriate Memorandum of Understanding (MOU), case law, legislation, department policy, and prior past practice. Participates in Joint Labor/Management Committees (JLMC) and represents management's interests.

20% (Essential Function) Investigate grievances, employee complaints, and disputes regarding interpretation and application of department policies and make effective resolutions that ensure the State and the Lottey's interests are preserved. Researches and prepares responses to correspondence regarding issues which are within the scope of the Dills Act, including but not limited to responses to grievances and employee complaints.

15% (Essential Function) Develops and provides training for supervisors and managers regarding the labor contracts and labor relations policies, including grievance handling, and other areas affecting terms and conditions which are encountered in the day-to-day operations.

5% (Marginal Function) Through collaboration with ITSD/vendor resources, maintain ServiceNow features utilized by the Labor Relations Unit, by collecting feedback, identifying errors and/or necessary updates from stakeholders, developing business requirements for enhancements, lead/complete testing, and implementation steps, including updating resources, policy, process, procedures and drafting communications to impacted stakeholders. Participate as a HR Subject Matter Expert for (Unit/Program) on cross functional ServiceNow development projects.

5% (Marginal Function) Analyzes and interprets legislation, case law, and administrative regulations in the field of labor relations and makes recommendations to management. Other duties as assigned such as special projects.

Scope and Impact

a. Consequence of Error: Failure to use good judgment performing the functions of this position may result in the inappropriate release of information; failure to resolve conflicts at the earliest possible level; or failure to ensure the lottery remains in compliance with laws, rules, policies, and labor agreements.
b. Administrative Responsibility: The Labor Relations Specialist is responsible for ensuring the Lottery remains in compliance with the State Employer-Employee Relations Act; serving as the Lottery representative at various meetings with union representatives and employees; and researching grievances and finding solutions that ensure the State and Lottery's interests are served. In this role, the Labor Relations Specialist is responsible for maintaining applicable laws, rules, policies, and labor agreements; maintaining confidentiality; and ensuring information is not released to inappropriate persons. In addition, the Labor Relations Specialist is responsible for adhering to the laws, rules, policies, and procedures pertaining to civil service employees in general and specifically to employees of the Lottery.
c. Supervision Exercised and Received: The Labor Relations Specialist does not exercise any supervision. The Labor Relations Specialist receives general direction from the Supervisor II.
d. Personal Contacts: The Labor Relations Specialist will advise Lottery management on issues associated with labor agreements. Routine contact will include Lottey management and staff; members of unions; legal representatives of employees; and contact with various State agencies.

Physical and Environmental Demands

Ability to sit and/or stand utilizing personal computer for a minimum of eight (8) hours each day.

Working Conditions and Requirements

a. Schedule: Monday through Friday, within HRD core business hours but may occasionally need to be available after hours and/or on weekends
b. Travel: Infrequent travel may be required
c. Other: The Labor Relations Specialist will need to have a good working knowledge of the State Employer Employee Relations Act; the Dills Act; and various laws, rules, and policies associated with civil service labor agreements.

Effective Date:

NOTE: The statements contained in this job description 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. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have retained a copy of the signed duty statement.

	Angelique Del Toro	
Supervisor Signature	**Printed Name**	**Date**

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without Reasonable Accommodation.
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee Signature	**Printed Name**	**Date**