CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Office of Labor Relations (OLR)	065-576-9537-004			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Labor Relations Manager I			
	WORKING TITLE			
	Labor Relations Manager			
Grievance Unit	TIME BASE / TENURE	CBID	WWG	COI
	Permanent Full-Time	M01	E	Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
1900 Birkmont Drive, Rancho Cordova, CA 95742				

CDCR'S MISSION and VISION

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 STATEMENT

California Department of Corrections and Rehabilitation (CDCR) and the 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.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

The function of OLR is to create and maintain harmonious relations between CDCR Management and the Labor Organizations. OLR makes every effort to resolve issues at the lowest possible level through effective and proactive communications. OLR assists CDCR Management and Institutional Labor Relations Analysts with the following: a) Notifying and meeting with Labor Organizations regarding changes within the department; b) Provides guidance and consultation surrounding labor related issues; c) Employee grievances and complaints; d) Unfair labor practice charges; e) Arbitrations and related court litigation; f) Labor relations training; g) Labor contract interpretation; h) Labor contract negotiations; i) Staff support which includes assisting the institutional Labor Relations Analysts.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of the Assistant Chief of Labor, the Labor Relations Manager I (LRM I) assists in the management of all areas of labor relations activities for the California Department of Corrections and Rehabilitation. This position is primarily responsible for the supervision of Labor Relations Specialist and Labor Relations Analyst with duties related to grievances, arbitrations and Unfair Labor Practices charges. Responsibilities include, but are not limited to:

% 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.
	ESSENTIAL FUNCTIONS
35%	Supervise and direct staff in preparation of departmental grievance responses and the development, preparation and presentation of management's position and strategies for contract negotiations, arbitration and unfair labor practices hearings. Provide training as well as development of responses to Department management inquiries on various labor relations issues.

30%	Responsible for reviewing and approving department grievance responses to ensure consistent interpretation of contract language to reduce liability to the department. Prepare recommendations for management's position relating to proposed legislation, case law and administrative rules/regulation. Maintains direct contact with Wardens, Superintendents, Parole Administrators, and other levels of management in the administration and application of contracts at the local level.
10%	Develops and coordinates training programs for Departmental management, supervisory, and confidential employees on labor relations policies and issues relating to various bargaining units.
10%	Maintains liaison with the California Department of Human Resources (CalHR) and Public Employment Relations Board in resolution of issues of mutual concerns and responses to inquiries and complaints.
5%	Serves as Chief Negotiator with limited delegated authority to commit the department during negotiations with various bargaining units; represents the Department during bargaining sessions conducted by CalHR.
5%	Collaborate with Office of Labor Relations Management to ensure the efficient operation of the office.
	MARGINAL FUNCTIONS
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.

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

- Failure to provide timely and proper guidance regarding labor related issues may result in potential MOU violations or delay in program implementation

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