

DUTY STATEMENT

CLASSIFICATION TITLE Supervisor I (Specialist)	DIVISION NAME Administrative Services Division
WORKING TITLE Labor and Performance Management Specialist	OFFICE/SECTION/UNIT Human Resources Office, Labor and Performance Management Section
EMPLOYEE NAME VACANT	POSITION NUMBER 333-650-4800-011

You are a valued member of the Department of FISCal. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

GENERAL STATEMENT

Under the general direction of the Chief, Human Resources (Manager II), the Labor and Performance Management Specialist provides guidance and expertise to managers and supervisors in the administration of the Department of FISCal's personnel management programs including but not limited to performance management, labor relations, and reasonable accommodations. The incumbent acts as a consultant to managers and supervisors on the most complex personnel management and Labor Relations matters, and is the department's Reasonable Accommodation Coordinator.

SUPERVISION RECEIVED

Reports directly to the Manager II, Chief of Human Resources.

SUPERVISION EXERCISED

N/A

ESSENTIAL FUNCTIONS

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

<u>% OF TIME</u>	<u>ESSENTIAL FUNCTIONS</u>
40 %	Performance Management • Consults with and advises management and supervisors, regarding employee work performance and discipline issues. • Manages employee dispute, progressive discipline, and adverse action process and procedures. • Prepares and facilitates FISCal Performance Management training.

	• Oversees and prepares/draft letters of instruction, counseling memorandums, and informal reprimands to address employee discipline matters. • Evaluate employee performance issues with managers/supervisors; make recommendations for the appropriate level of corrective action to be taken if appropriate. Prepares formal adverse action packages, Absent without Leave separations and rejections during probation. • In cooperation with Legal staff, may participate in the preparation of written oral arguments and briefs on appeals to the SPB; witnesses interviews; assembles evidence. • Investigates allegations of inappropriate employee activities and workplace violence complaints and makes recommendations on findings. • Review performance evaluations with areas marked lower than standard. • Participates in statewide forums for performance management, labor relations, and reasonable accommodation.
30%	Labor Relations • Serves as the Labor Relations Specialist for FI\$Cal. • Attend the monthly Labor Relations Forum, and other meetings as the Labor Relations representative for FI\$Cal. • Independently investigates and responds to grievances and complaints; provides liaison services between the California Department of Human Resources (CalHR), the State Personnel Board (SPB), and the department and the unions; ensures that procedures are communicated with program supervisors/managers. • Analyze policy and procedure proposals and conduct meetings on the proposals with management and employee organizations. Advises management on employer and employee impact issues and proposes alternatives to resolve employee issues; presents departmental policies and conditions of employment to union representatives. • Performs research, consultative advice, and assists managers and supervisors in the interpretation and compliance with laws, policies, and labor agreements; interpreting and applying collective bargaining provisions, developing and providing training regarding contract administration, grievance and complaint handling, and the benefits provided by the Fair Labor Standards Act (FLSA); meeting with labor organization representatives and employees to negotiate settlements or resolve formal and informal grievances and complaints.
25 %	Special Projects

	• Research, develop and conduct special administrative projects in partnership with the HRO Special Projects team essential to the operations of the Department including, but not limited to, survey development, distribution, data collection and analysis; prepare reports and correspondence on sensitive and confidential issues related to the Department's employer-employee relations. • Develop and maintain desk manuals, guidelines, memoranda and other forms of written communication and job aids to assist other Human Resources staff. • Provide back up to the department Equal Employment Opportunity (EEO) Officer for Reasonable Accommodation matters. • Participates in special work groups as required.
<u>% OF TIME</u>	<u>MARGINAL FUNCTIONS</u>
5%	• Perform other related duties as required to fulfill FI\$Cal's mission, goals and objectives.

Knowledge and Abilities:

Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's affirmative action objectives.

SPECIAL REQUIREMENTS

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers,

management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check are required.**

WORKING CONDITIONS

The incumbent may need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FI\$Cal's core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a copier, telephone, computer and general office equipment, as needed. This position requires use of a hand-cart to transport documents and/or equipment up to 20 pounds (i.e., laptop computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

SIGNATURES

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

Employee Signature

Date

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

Hiring Manager Signature

Date

HR Analyst AR

Date Revised: 10/07/2026