

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Human Resources Division (HRD)		EFFECTIVE DATE
BRANCH/SECTION Labor Relations		CLASS TITLE Labor Relations Specialist
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		Sacramento or San Francisco
INCUMBENT (if known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-404-9535-001
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.		
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS: Under the general direction of the Human Resources Director, responsible for operational activities pertaining to labor relations for the department. Serving as the point of contact and subject matter expert on labor relations matters for department management, Unions and control agencies. Duties may include work related to proposal of policies; interpretation of law and contract agreement provisions; consultation services; investigations and making recommendations on labor relation topics.		
% 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. <i>(Use additional sheet if necessary)</i>	
35%	<u>ESSENTIAL FUNCTIONS:</u> Provides guidance and assistance to California Public Utilities Commission (CPUC) management on administering and ensuring compliance with the various bargaining unit Memoranda of Understanding (MOU). These duties include but are not limited to: • Interpretation and administration of approximately seven (7) collective bargaining unit MOU agreements, rules and regulations applicable to excluded employees, as well as laws, rules, and CPUC policies that impact issues under the scope of representation (wages, hours, and terms and conditions of employment). • Consultation to management to assist with identifying issues subject to collective bargaining and organizational needs that are appropriate for contract negotiations. • Making recommendations to management on departmental collective bargaining priorities; and representing CPUC in contract negotiations and meet-and-confer sessions. • Developing and submitting timely union notices to excluded and employee organizations regarding changes under the scope of representation.	
25%	Serve as the subject matter expert to provide advisement and guidance to managers and supervisors regarding the grievance and complaint procedures to ensure consistency with the applicable bargaining unit MOU or governing statute/policy. These duties may include but are not limited to: • Responding to union grievances and complaints at the department level, as well as unfair labor practice charges. • Meeting with union representatives to resolve employee grievances and other labor relations matters. • Develop and present to union representatives' departmental policies and conditions of employment in a manner that maintains harmonious labor relations while attempting to resolve such disputes at the lowest level. • Engage in all necessary fact finding and/or investigation to determine the merits of grievances and complaints. • Review and advise management in developing grievance and complaint responses.	

DUTY STATEMENT**CALIFORNIA PUBLIC UTILITIES COMMISSION**

	• Coordinate with other programs as appropriate when complaints and grievances overlap with other complaint types, including but not limited to discrimination, harassment, and workplace violence complaints. • Attend and provide advisement on pre-settlement arbitration and unfair labor practice charge conferences, as well as arbitration hearings and unfair labor practice charge hearings. • Collaborate with California Department of Human Resources and CPUC management to gather facts, interview witnesses and prepare an analysis to establish the Department's position.
10%	Coordinates labor relations activities between other department labor relations programs, CPUC divisions/programs, employee organizations, and CPUC Leadership in order to develop and deliver labor relations and contract administration training for all CPUC management.
10%	Coordinates Joint Labor Management Committees (JLMC) with various collective bargaining units as requested to address specific or ongoing issues, such as, workload, productivity to ensure CPUC worksites more efficient and effective, as well as improving the quality of service. Provides consultation to CPUC Leadership on resolution of concerns brought to their attention through the JLMC.
10%	Represent CPUC in State level contract negotiations and participate on state bargaining teams with input from other state departments on their specific issues/interests.
5%	Assists or provide advisement on the development of HRD policies, procedures, and processes which may include the review, creation and recommendation of policies, processes, procedures and programs to HRD management to ensure compliance and consistency with applicable laws, rules, policies, and MOUs. Update current processes and procedures as necessary; research of applicable laws, rules, and policies to identify changes, identify problematic areas, solutions, and present recommendations for improvements to ensure effective operations of HRD.
	<u>MARGINAL FUNCTIONS:</u>
5%	Other job-related duties as required.
	<u>KNOWLEDGE AND ABILITIES</u> <i>[From Class Specs]</i>
	Knowledge of: General principles, practices, and trends of labor-management relations, public administration, human resources, or business administration; research and data collection techniques; communication techniques for gathering, evaluating, and transmitting information; and English language such as proper punctuation, grammar, the meaning and spelling of words, pronunciation of words, rules of composition in order to effectively communicate in writing and verbally to others; the collective bargaining process in the private or public sectors; principles of management rights, representation rights, and unfair practices; State and Federal labor law applicable to the public sector; the principles and scope of collective bargaining; standard negotiating strategies, tactics, and impasse procedures; grievance handling procedures; data sources pertaining to public sector employer-employee relations; and the personnel management system of the State. Ability to: Read, analyze, and logically interpret and apply appropriate laws, rules, regulations, memoranda of understanding, policies, procedures, and instructions; plan, organize, and conduct

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

research, and investigatory and statistical work; reason logically, analyze situations, and develop and evaluate alternatives and take effective action; accurately secure, evaluate, analyze, and record facts; prepare clear and succinct reports, graphs, correspondence, and statistical reports; comprehend written material; communicate effectively verbally and/or in writing; consult and advise interested parties; use good judgment and make sound decisions in critical situations; establish and maintain cooperative relations and gain confidence with those contacted in the work environment; handle stressful and/or sensitive situations with tact and labor-management diplomacy; work effectively with all levels of management; interpret and apply labor law and labor agreement provisions; develop training programs in employer-employee relations for management; obtain, analyze, evaluate, and apply data such as labor statistics and cost figures; research and write reports; communicate effectively; use good judgment and make sound decisions in critical situations; and handle stressful or sensitive situations with tact and labor-management diplomacy.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Ability to lift, carry, push, and/or pull materials and objects weighing up to 20 pounds.
- Repetitive motion to include reaching, turning, kneeling, bending and/or squatting.
- Occasional travel to include evenings, weekends, overnight or several days at a time throughout the State of California.

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE*

SUPERVISOR'S NAME (Print)

Liza Dougherty

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: *I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT*

The statements contained in this duty statement 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Human Resources Division (HRD)		EFFECTIVE DATE
BRANCH/SECTION Labor Relations		CLASS TITLE Labor Relations Analyst
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		Sacramento or San Francisco
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-404-9529-XXX
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.		
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS: Under the direction of the Human Resources Director, responsible for operational activities pertaining to labor relations for the department. Primary point of contact on labor relations matters for department management, Unions and control agencies. Duties may include work related to proposal of policies; interpretation of law and contract agreement provisions; consultation services; investigations and making recommendations on labor relation topics.		
% 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. <i>(Use additional sheet if necessary)</i>	
40%	<u>ESSENTIAL FUNCTIONS:</u> Provides guidance and assistance to California Public Utilities Commission (CPUC) management on administering and ensuring compliance with the various bargaining unit Memoranda of Understanding (MOU). These duties include but are not limited to: • Reviewing and researching MOU to provide interpretation and administration of approximately seven (7) collective bargaining unit MOU agreements, rules and regulations applicable to excluded employees, as well as laws, rules, and CPUC policies that impact issues under the scope of representation (wages, hours, and terms and conditions of employment). • Consultation to management to assist with identifying issues subject to collective bargaining and organizational needs that are appropriate for contract negotiations. • Assist in making recommendations to management on departmental collective bargaining priorities; and representing CPUC in contract negotiations and meet-and-confer sessions. • Draft for review and submit timely union notices to excluded and employee organizations regarding changes under the scope of representation.	
30%	Provides guidance to managers and supervisors regarding the grievance and complaint procedures to ensure consistency with the applicable bargaining unit MOU or governing statute/policy. These duties may include but are not limited to: • Respond to union grievances and complaints at the department level, as well as unfair labor practice charges. • Meet with union representatives to resolve employee grievances and other labor relations matters. • Develop and present to union representatives' departmental policies and conditions of employment in a manner that maintains harmonious labor relations while attempting to resolve such disputes at the lowest level. • Engage in all necessary fact finding and/or investigation to determine the merits of grievances and complaints. • Assist management in developing grievance and complaint responses. • Coordinate with other programs as appropriate when complaints and grievances overlap with	

DUTY STATEMENT**CALIFORNIA PUBLIC UTILITIES COMMISSION**

	other complaint types, including but not limited to discrimination, harassment, and workplace violence complaints. • Assist in pre-settlement arbitration and unfair labor practice charge conferences, as well as arbitration hearings and unfair labor practice charge hearings. • Collaborate with California Department of Human Resources and CPUC management to gather facts, interview witnesses and prepare an analysis to establish the Department's position.
10%	Coordinates labor relations activities between other department labor relations programs, CPUC divisions/programs, employee organizations, and CPUC Leadership in order to develop and deliver labor relations and contract administration training for all CPUC management.
10%	Coordinates Joint Labor Management Committees (JLMC) with various collective bargaining units as requested to address specific or ongoing issues, such as, workload, productivity to ensure CPUC worksites more efficient and effective, as well as improving the quality of service. Provides consultation to CPUC Leadership on resolution of concerns brought to their attention through the JLMC.
5%	Assists or provide advisement on the development of HRD policies, procedures, and processes which may include the review, creation and recommendation of policies, processes, procedures and programs to HRD management to ensure compliance and consistency with applicable laws, rules, policies, and MOUs. Update current processes and procedures as necessary; research of applicable laws, rules, and policies to identify changes, identify problematic areas, solutions, and present recommendations for improvements to ensure effective operations of HRD.
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	<u>KNOWLEDGE AND ABILITIES</u> <i>[From Class Specs]</i>
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DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

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SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print) Liza Dougherty	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
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EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE