Employment Development Department
State of California

☒ Current
☐ Proposed

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Labor Relations Specialist	*Labor Relations Specialist*
NAME OF INCUMBENT:	POSITION NUMBER:
Vacant	280-338-9535-008
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Labor Relations Section	Rionna Jones
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Human Resources Services	Labor Relations Manager II
BRANCH:	REVISION DATE:
Administration	9/11/2023

Duties Based on: ☒ FT ☐ PT– Fraction 3/4 ☐ INT ☐ Temporary – _____ hours

2. REQUIREMENTS OF POSITION

Check all that apply:

☐ Conflict of Interest Filing (Form 700) Required
☐ May be Required to Work in Multiple Locations
☐ Requires DMV Pull Notice
☒ Travel May be Required
☐ Call Center/Counter Environment
☒ Requires Fingerprinting & Background Check
☐ Bilingual Fluency *(specify below in Description)*
☐ Other *(specify below in Description)*

Description of Position Requirements:
(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

Additional hours may be required seasonly related to negotiating. Travel may be required related to negotiations, joint labor management committees (JLMCs), training, unfair labor practices, and arbitrations.

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement:
(Briefly describe the position's organizational setting and major functions)

Under the general direction of the Chief, Labor Relations Section. The Labor Relations Specialist is responsible for facilitating contract administration, implementation, and interpretation; facilitates decisions relative to labor relations issues.

The Labor Relations Specialist will be proficient in the knowledge of all labor-management functions and work processes within the Labor Relations Section in providing LR services to the Department. Communicates with various levels of executives, management, and of the Department and other external entities, such as the California Department of Human Resources (CalHR), and labor unions in regards to matters related to labor-management relations. Communicates labor relations needs, goals, and objectives to internal and external parties participating in meetings, work groups, and presentation sessions. The Labor Relations Specialist has direct involvement in day-to-day employee-employer relations activities. The Labor Relations Specialist will handle highly sensitive and confidential (as defined by the Ralph C. Dills Act) data, documents, grievances, arbitrations, Unfair Practice Charges, and other associated confidential work assignments.

Percentage of Duties	Essential Functions

45%	Independently develops and presents to union representatives sensitive and complex departmental policies and conditions of employment to all exclusive representatives representing EDD employees. Advises and consults with all levels of Department management, the California Department of Human Resources and labor unions on labor relations matters. Serves as chief negotiator with signature authority in delegated meet and confers. Represents the Department on the most sensitive and complex Arbitrations and Unfair Labor Practice Charge hearings. Represents the Department at Arbitration Review Committee, etc. Independently conducts studies leading to the development of departmental and statewide labor relations contractual matters, policies, i.e., Fair Labor Standards ACT (FLSA), workweek group reallocations and processes and procedures.
25%	Represents the Department at statewide steering committee meetings and on statewide task forces which are formed to address statewide issues.
25%	Provides consultation to area managers and supervisors on all matters pertaining to contract administration, implementation, and interpretation. Conducts labor relations training, as needed/required for managerial, supervisorial and confidential employees. Conducts second-level (Director's level) grievance investigations and prepares recommendations for resolution.

Percentage of Duties	**Marginal Functions**
5%	Prepares legislative bill analysis on proposed legislation impacting terms and conditions of employment. Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: *Choose an item.*	Pushing/Pulling: Not Applicable - activity does not exist
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: *Click here to enter text.*	

Type of Environment:
☒ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other**:**

Civil Service Classification	Position Number
Labor Relations Specialist	280-338-9535-008

Interaction with Customers:

☐ Required to work in the lobby ☐ Required to work at a public counter

☐ Required to assist customers on the phone ☐ Required to assist customers in person

☐ Other:

5. SUPERVISION EXERCISED:

(List total per each classification of staff)

Click here to enter text.

6. SIGNATURES

Employee's Statement:
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature: Date:

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature: Date:

7. HRSD USE ONLY

Classification and Pay Group (CPG) Approval

☒ Duties meet class specification and allocation guidelines.	CPG Analyst Initials	Date Approved
☐ Exceptional allocation, STD-625 on file.	JMB	10/12/2026

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file