

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

Labor Relations Manager I

POSITION NUMBER:

800-692-9537-XXX

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Administration/Human Resource Services Branch

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Labor Relations Bureau

SUPERVISOR'S NAME:

Layla Saleem

SUPERVISOR'S CLASS:

Labor Relations Manager II

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☒ Designated under Conflict of Interest Code.
Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (Explain below)
None
- ☐ Other (Explain below)

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (Check one):

☐ None ☒ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Two Labor Relations Specialists (LRS)

Three Labor Relations Analyst (LRA)

Total number of positions for which this position is responsible: 5

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The California Department of Social Services (CDSS) employees are our most important resource in serving California's needy and vulnerable children and families. The Human Resource Services Branch (HRSB) will partner with our employees, to select, hire, develop and maintain the best professional workforce and work environment in state service. The Labor Relations Bureau (LRB) advises and represents CDSS management in all areas of employer/employee relations, and oversight is provided by the Labor Relations Manager II (LRM II) who is responsible for developing, coordinating, and administering employer/employee relations on behalf of the Director.

CONCEPT OF POSITION:

Under the direct supervision of the LRM II, the Labor Relations Manager I (LRM I) serves as the first level manager of the LRB. As such, the position is responsible for the direct supervision of the LRA and LRS classifications and is jointly responsible for the employer-employee relations program of the Department.

A. RESPONSIBILITIES OF POSITION:

40% The LRM I will have primary responsibility for all supervisory functions, such as training, providing consultation to staff, directing or evaluating staff work etc., of LRS/LRA staff. Develops and recommends labor relations policy for the Department to the LRM II. Advises the Department to ensure labor relations policy is reflected in Department strategic planning. Reviews Department operation changes to policies and procedures impacting employee terms and conditions of employment. Provides advice and assistance to the Directorate, Department management, and supervisors in administering union contracts and resolving labor relations issues. Develops strategies to address employee concerns and promote management positions. Participates in the development of Department human resource policies/procedures affecting employees. Represents Department interests in meetings with state control agencies and unions.

35% Investigates and prepares responses to Department-level grievances, including managerial and supervisory grievances. Conducts negotiations with employee organizations to resolve disputes or grievances, including supervisory and managerial organizations. Conducts meet-and-confer sessions with all employee organizations. Makes commitments for the Department following consultation with LRM II and program customers. Develops alternatives to resolve disputes. Briefs management on meet-and-confer issues and management rights and responsibilities. Presents management position on proposal and develops counter proposals as necessary. Prepares agreements. Authorizes payment of all California Department of Human Resources (CalHR) invoices for legal representation activities incurred by the Department.

10% Represents the Department at collective bargaining negotiations. Recommends Department positions relative to bargaining issues to the Department's management team, and makes commitments for the Department during negotiations after management approval. Drafts contract language. Advises Department management regarding bargaining status. Also participates as a member of the State's management team on several bargaining teams. In this capacity, is actively involved in the development of service-wide management positions and contract language.

5% Completes Department administrative tasks such as activity time reports, attendance and staff evaluation reports, equipment and resource assessments, section business plans, etc.

5% Represents management at arbitration and unfair labor practice hearings with pre-arranged authority to represent, speak for, and commit the Department to specific actions. Prepares Department position for the hearing. Interviews witnesses for the hearing. Identifies alternative or potential settlement options. Coordinates all required Department resources (witnesses, evidence, documents, etc.).

5% Coordinates the development of and conducts training on labor relations, grievance handling, and contract administration. Other related duties as required.

B. SUPERVISION RECEIVED:

The LRM I receives general and minimal direction from the LRM II. The LRM I has wide latitude in the planning, organization, and performance of the LRB's activities.

C. ADMINISTRATIVE RESPONSIBILITY:

Jointly responsible for the entire labor relations program of the Department in ensuring appropriate and equitable treatment of employees while maintaining management flexibility to meet Department business needs. Also responsible for the administrative functions required of a supervisor and bureau chief such as employee evaluations, activity cost time reporting summaries, review and approval of travel claims, expenditures for equipment/supplies/resource materials/services, attendance reports, development and completion of the section's annual business plan, etc.

D. PERSONAL CONTACTS:

The LRM I has daily contact with all levels of managers and supervisors in the Department, union representatives, labor relations staff of other departments, and staff at various control agencies such as CalHR, State Personnel Board, etc.

E. ACTIONS AND CONSEQUENCES:

See Attachment I.

F. OTHER INFORMATION:

Position is designated in the Department's Conflict of Interest Code and is subject to financial disclosure.