Classification Title: Analyst II (Confidential)	**Branch/Division/Bureau:** Administration and Licensing Services Branch/ Human Resources Management Division
Working Title: Labor Analyst	**Office/Unit/Section/Geographic Location:** Labor Relations Unit/ Sacramento
Position Number (13 Digit): 413-191-5393-XXX	**Conflict of Interest Position:** ☐ **NO** ☑ **YES**
Employee Name:	**Effective Date:**

BASIC FUNCTION:
Under the general direction of the Labor Relations Officer (LRO), Human Resources Management Division (HRMD), the Analyst II performs a wide variety of technical and analytical assignments, with differing complexity and sensitivity, within the Labor Relations Unit (LRU). Provides analytical support to the Department's LRO.

Occasional travel may be required within the state of California via private or public transportation (i.e., automobile, airplane, etc.) and may include overnight stay(s).

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Statement of Economic Interest (Form 700), which includes an Assuming Office filing within 30 days of appointment, annual filings, and a Leaving Office filing within 30 days of physical separation. Non-compliance with the Conflict of Interest Code requirements may result in the voiding of appointment, financial penalties, or enforcement actions.'

ESSENTIAL FUNCTIONS

35% Analyzes and assists with the investigation of grievances, complaints, and disputes regarding interpretation and application of departmental policies. Ensures resolutions and agreements are consistent with collective bargaining agreements, Federal and State laws, State Personnel Board rules and past practice. Provides technical advice, guidance, and recommendations to all level of management regarding the interpretation and application of collective bargaining agreements, rules and regulations applicable to excluded employees, as well as laws, rules, and policies that impact issues within the scope of representation (e.g., wages, hours, and terms and conditions of employment). Monitors the Labor Relations mailbox and responds to inquiries and requests for assistance.

25% Administers the department's Telework Program and acts as the primary point of contact for telework inquiries. Analyzes telework agreements to ensure completeness and compliance with the department's Telework Program and Statewide Telework policy. Ensures telework-related collective bargaining obligations are satisfied.

Maintains and ensures access related to the departments Telework Program including links to related policies, memorandums and control agency directives, etc. Develops and generates reports regarding telework and collects departmental metrics. Assists with internal and external audits of the Telework Program.

15% Oversees the disposition of union leave requests and coordinates associated billing with the California Department of Insurance (CDI)'s Accounting Services Branch. Develops and issues personal services contract notices. Gathers and inputs data to generate Assembly Bill (AB) 119 reports for submission to the appropriate union. Assists in the development of supervisory training programs regarding proper labor relations practices and grievance handling.

15% Works with program/facilities management and the unions to facilitate access requests, including booking conference rooms, and identifying escorts consistent with collective bargaining unit agreements. Notifies appropriate management of union worksite walkthroughs, and addresses access issues that may impact the work environment.

5% Assists in developing and preparing CDI management's position for departmental negotiations, joint labor management committees, and other meetings with exclusive and supervisory representatives, including conducting research as necessary. May serve as note taker in various meetings with exclusive representatives and excluded employee organizations.

MARGINAL FUNCTIONS

5% Organizes the labor relations files/records and ensures compliance with the HRMD's Records Retention Schedule. Performs other job-related duties as required.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

- The incumbent must be able to work in a high-rise building.
- Daily use of computer keyboard, mouse, camera for virtual meetings, office equipment, telephone, and related software applications at a work station.
- The incumbent may telework in accordance with CDI's Telework Policy. Teleworking employees may be required to report to their headquarters office location on designated telework days. Travel expenses are not reimbursed, however other authorized transit subsidies may exist for those who qualify.

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 Health & Safety Analyst.)

_____
Employee Signature Date

_____
Printed Name

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

_____
Supervisor Signature Date

_____
Printed Name