Classification Title: Labor Relations Analyst	**Branch/Division/Bureau:** ALSB/HRMD/LRU
Working Title: Labor Relations Analyst	**Office/Unit/Section/Geographic Location:** Sacramento
Position Number (13 Digit): 413-191-9529-XXX	**Conflict of Interest Position:** ☐ **NO** ☑ **YES**
Employee Name:	**Effective Date:**

BASIC FUNCTION:

Under the general direction of the Labor Relations Officer (LRO)/Labor Relations Manager I, Human Resources Management Division (HRMD), the Labor Relations Analyst (LRA) serves as the first working level through associate level analyst and completes assignments of varying complexity within the Labor Relations Unit (LRU) which include research, analysis of statutes, regulations, policies and procedures within the labor relations field. Provides support to the Labor Relations Specialist (LRS) and 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

40% 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 walkthrough notifications, and addressing access issues that may impact the work environment. Prepares appropriates union notification documents to inform the exclusive representatives of the California Department of Insurance (CDI)'s intent to make workplace changes.

20% Responsible for the disposition of union leave requests and coordination of associated billing with CDI's Accounting Services Branch, issuing personal services contract notices, and required Assembly Bill (AB) 119 reporting. Assists management in 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 term and conditions of employment). Monitors the Labor Relations mailbox for inquiries and requests for assistance.

15% Administers the department's Telework Program and acts as the primary point of contact for telework inquiries. Collects telework agreements to ensure compliance with the department's Telework Program and Statewide Telework policy. Ensures collective bargaining obligations are satisfied relating to telework. Maintains and ensures access related to the departments Telework Program including links to related policies, memorandums and control agency directives, etc. Assists with the development of and generates reports regarding telework and collects departmental metrics.

10% Assists the LRS with investigating grievances, complaints, and disputes regarding interpretation and application of department policies and makes recommendations to ensure the state and CDI's interests are preserved. Researches and prepares second level grievance responses for the LRO ensuring that the grievance resolutions and agreements are consistent with collective bargaining agreements, federal and state laws, State Personnel Board rules, departmental policies and past practice.

5% Assists the LRS with the development of supervisory training programs regarding proper labor relations practices and grievance handling.

5% Assists in preparing 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.

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.

- Travel may be required, based on operational need.
- 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 do 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.)

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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.

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Supervisor Signature Date

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Printed Name