

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 31309	DGS DIVISION / OFFICE or CLIENT AGENCY EPIC / Office of Employee Relations	
UNIT NAME Labor Relations	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 3rd Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Labor Relations Specialist	POSITION NUMBER 306-102-9535-XXX	CBID E98
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☐ 12 Months ☒ N/A	WORK WEEK GROUP WWGE
WORK SCHEDULE (DAYS / HOURS) Monday - Friday / 8:00 a.m. - 5:00 p.m.	TENURE Limited Term	
WORKING TITLE Labor Relations Specialist	TIMEBASE Full Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☒ Yes ☐ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☐ Rank and File ☐ Supervisor ☒ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under limited, general direction of the Labor Relations Manager of DGS, and with minimal review, the Labor Relations Specialist serves as a subject matter expert and consultant to executive staff, managers and supervisors regarding the administration of the Department's labor relations program and represents the Director in all aspects of collective bargaining in accordance with civil service laws and rules utilizing the Ralph C. Dills Act, Collective Bargaining Agreements/Memorandums of Understanding (MOU), Fair Labor Standards Act, and the California Code of Regulations. This position is responsible for providing technical expertise, training, guidance, assistance and support regarding the department's most sensitive and complex labor relations matters.

SPECIAL REQUIREMENTS ☐ Medical Clearance ☒ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Background Clearance

This position and/or location requires background investigation clearance.

Telework

The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Serves as a consultant and labor relations expert and represents the Department of General Services (DGS) in contract negotiations and meet-and-confer sessions, by researching and analyzing a variety of complex labor practices, and interpreting Memorandums of Understanding (MOUs) with respect to the terms and conditions of employment and organizational issues that are appropriate for contract negotiations, in order to provide guidance to management on the administration of, and

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	compliance with, the various MOUs, and make recommendations, both orally and in writing, to management on departmental collective bargaining priorities, to ensure compliance with all applicable laws, rules, policies and practices consistent with the Ralph C. Dills Act, the Excluded Employees Bill of Rights, and other statutes, codes and regulations.
35%	Investigates and researches the most sensitive and complex working conditions of employees and unfair labor practice charges, by analyzing policies and past practices, interfacing with stakeholders, consulting with senior level management, and Department of Human Resources' legal and labor staff, and meeting with union representatives to resolve the most complex employee grievances and/or complaints, in order to alleviate labor concerns, and prepare, and respond to union allegations and charges including the following, but not limited to, unfair labor practices, grievances, and complaints, to ensure compliance with applicable laws and rules, in a manner that maintains harmonious labor relations.
10%	Develops learning objectives, training materials, and visual aids for customized in-house training for DGS managers and supervisors, by facilitating learning through participant-centered training techniques and adult learning principles, in order to deliver effective training on various items including the following, but not limited to, bargaining contract administration and interpretation, unfair labor practices, pre-election conduct, and grievance handling, through a variety of modalities, including the following, but not limited to, classroom, webinar, and video tutorials, to ensure a full and comprehensive understanding of the aforementioned topics.
10%	Serves as the department Custodian of Record, by reviewing and processing background screen results received from the Department of Justice, in order to determine appropriateness for employment, to ensure timely notification of records are provided to designated recipients.
5%	Administers the Union Paid Leave Program, by working with the departmental accounting office, utilizing Excel, in order to bill unions accordingly and timely, to ensure hours associated with union paid leave are accurately reconciled.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Acts as a note-taker during meetings, grievance conferences, and meet-and-confers, and utilizes Excel, in order to record the history of grievances, notices, and other historical actions of the Labor Relations Office.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☐ Travel (Specify the percentage in the travel box below)

Temperature-controlled environment under artificial lighting, typically within a confined space such as a cubicle or workstation. Fast paced work environment with multiple demands, time critical deadlines, and sensitive labor relations issues with departmental wide impact.

DESIRABLE QUALIFICATIONS

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.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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C & P APPROVED BY	DATE SIGNED
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