DEPARTMENT OF DEVELOPMENTAL SERVICES
ADMINISTRATION DIVISION
HUMAN RESOURCES BRANCH
LABOR RELATIONS SECTION

DUTY STATEMENT

JOB TITLE: Labor Relations Analyst **POSITION #:** 472-524-9529-001

WORKING TITLE: Labor Relations Analyst **EMPLOYEE**:

POSITION DESCRIPTION: Under the supervision of the Labor Relations Manager II, the Labor Relations Analyst (LRA) performs analytical work in support of the Department of Developmental Services' (Department) labor relations program. The LRA assists with research, case tracking, grievance support, training development, and the implementation of Department and statewide labor relations policies and procedures.

SUPERVISION EXERCISED: None

SUPERVISION RECEIVED: Reports to, and under general direction of the Labor Relations Manager II.

EXAMPLES OF DUTIES:

Essential Job Functions:

35% Provides analytical support to managers and supervisors on routine labor relations matters, including contract interpretation, grievance handling and response to labor-management issues. Monitors and acts on the Labor Relations inbox; evaluates incoming matters, conducts research, drafts responses, or elevates issues as appropriate. Assist in analyzing nepotism requests, including reviewing policy, research, consulting with program areas and drafting responses for review. Conducts research and draft responses for State Personnel Board (SPB) audit requests. Collaborate with Department staff for labor relations cases, Requests for Information (RFI), and other time sensitive inquiries from unions, CalHR, or internal stakeholders. Tracks RFIs, creates and maintains SharePoint collaboration files, and drafts initial departmental responses.

20% Supports the Department's annual Compensation Request process including drafting internal communications, developing draft proposals, forms and data collection tools, working collaboratively with executives, managers, supervisors to gather data and refine proposals, submit final proposals to CalHR, track progress and research/respond to requests. Assist with Harvest Memo Requests including preparing internal communications and coordinating SharePoint document organization, gathering data, and consulting collaboratively with Department stakeholders. Enter final proposals into CalHR's secure portal, tracking submissions, and prepare responses for both CalHR and Department leadership. Assists with representing management in contract administration activities and serves as the notetaker during collective bargaining and other labor relations discussions.

20% Assists in developing, and updating training materials related to grievance handling, contract administration, bargaining unit issues, and general labor-management practices. Supports program communication efforts by drafting guidance, preparing reference tools, and maintaining SharePoint resources. Conducts research and collaborates with Labor Relations Manager, Information Security staff and Privacy Officer regarding Information Security and Privacy (ISSP) compliance for Labor Relations databases including Adverse Action, Grievances, and Nepotism.

Marginal Job Functions:

10% Gathers background information, analyzes documentation, and prepares draft response for grievances, contract disputes, and complaint reviews. Assists with preparation for arbitration and Public Employment Relations Board (PERB) matters by compiling documentation and summarizing finding for supervisor review. Conducts research to support unfair labor practice investigations and related responses.

10% Conducts research and prepares analytical summaries for wage, benefit and working-condition issues to support Department submission to CalHR. Supports impact bargaining preparation by gathering data, reviewing proposed operational changes, and documenting potential impacts. Helps evaluate program proposals and prepare standardized documentation for submission to CalHR or departmental leadership.

5% Provides analytical support for departmental labor relations policies, procedures, and compliance requirements, including AB 119 and other reporting obligations. Other duties as assigned within the scope of the classification

WORKING CONDITIONS:

Travel may be required. This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or cancelled at any time.

DESIRABLE QUALIFICATIONS:

Knowledge of:

General principles, practices, and trends of labor-management relations, public administration, human resources, or business administration; research and data collection techniques; communication techniques for gathering, evaluating, and transmitting information; and English language such as proper punctuation, grammar, the meaning and spelling of words, pronunciation of words, and rules of composition in order to communicate effectively. Technical aspects of personnel management; effective communication; good judgement when interacting with the public and professional staff.

Ability to:

Read, analyze, and logically interpret and apply appropriate laws, rules, regulations, memoranda of understanding, policies, procedures, and instructions; plan, organize, and conduct research, and investigatory and statistical work; reason logically, analyze situations, and develop and evaluate alternatives and take effective action; accurately, secure, evaluate, analyze and record facts; prepare clear and succinct reports, graphs, correspondence, and statistical reports; comprehend written material; communicate effectively; consult and advise interested parties; use good judgement and make sound decisions in critical situations; establish and maintain cooperative relations and gain confidence with those contacted in the work environment; and handle stressful and/or sensitive situations with tact and labor-management diplomacy.

CERTIFICATION OR LICENSE: None

Employee Name (Print)	Employee Signature	Date

Supervisor Name (Print)	Supervisor Signature	Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.