



ALRB
AGRICULTURAL LABOR
RELATIONS BOARD

Duty Statement

ALRB-HRO-9, Version 1

☒ **CURRENT**
☐ **PROPOSED**

Classification Title	Division
Analyst II	General Counsel
Working Title	Branch/Office/Unit/Section
Analyst II	Litigation, Program and Policy Branch / Policy and Program Development Section
Position Number	Name and Effective Date
013-210-5393-900	

General Statement: Under the general direction of the Supervisor I of the Collaboration, Investigation and Community Engagement Unit, in the Policy and Program Development Section, part of the General Counsel Division (Division), within the Agricultural Labor Relations Board (ALRB), the Analyst II supports ALRB's participation in the Rural Strategic Engagement Program (RSEP), a multi-departmental initiative focused on educating farmworkers about their workplace rights, increasing access to State of California (State) services in rural communities, and improving State labor enforcement programs. The incumbent will be responsible for independently assisting with organizing and developing trainings for internal and external stakeholders, coordinating logistics and planning for multi-departmental legal clinics, supporting the development and maintenance of intake and referral systems to allow for better interagency collaboration while improving farmworker access to services, and collaborating with ALRB RSEP staff to collect and analyze data, assess program effectiveness, identify areas for improvement, and inform future program development and interdepartmental collaboration. These duties include, but are not limited to:

A. Specific Assignments [w/ Essential (E) / Marginal (M) Functions]

30% (E) Program Development and Implementation

Develop recommendations for systems and processes to improve service delivery to farmworkers in rural areas and facilitate collaboration with other State agencies. Establish and maintain interagency partnerships to support collaboration, training, referrals and joint enforcement efforts. Coordinate the development of outreach materials and resources in collaboration with the Outreach and Training Office, Division leadership and RSEP staff. Support the administration of funding and contracts, including monitoring compliance with contract terms and reviewing and approving invoices. Provide technical assistance to partners in developing projects and securing funding. Evaluate and present recommendations for programmatic changes, including internal policies and procedures and regulatory changes necessary to support program effectiveness. Collect and analyze stakeholder feedback and quantitative data to evaluate program outcomes, identify areas for improvement, and inform future program planning and expansion.

25% (E) Referrals, Collaboration and Data Management

Collaborate with RSEP staff to develop and implement referral systems, which include internal workflows. Conduct initial review of staff referrals to other State agencies. Collaborate with other government service providers to ensure farmworkers receive services. Conduct follow-up with farmworkers and service providers, and systematically document such efforts. Develop data entry and governance rules for relevant systems.

25% (E) Clinics and Outreach

Coordinate the planning and implementation of clinics and outreach events serving farmworkers in rural regions throughout the State. Collaborate with government service providers and present information on services at clinics. Develop and maintain relationships with stakeholders to support outreach activities and clinic participation. Coordinate with ALRB staff and the Outreach and Training Office to assess staffing needs, promote events within local communities, and ensure appropriate follow-up after each clinic. Develop media materials and outreach content to increase community awareness of and engagement with the ALRB and RSEP clinics. Develop, maintain, and update protocols for media engagement and social media communications to support consistent and effective program outreach.

Respond to public and stakeholder inquiries regarding the General Counsel program and provide regional support for intake and casework as needed.

15% (E) Training Development and Coordination

Identify staff training needs and recommend training topics and opportunities to the Supervisor I for consideration. Develop training materials and coordinate implementation in collaboration with interagency partners, ALRB leadership, and staff. Develop and maintain a library of recorded training materials for staff reference and ongoing learning. Develop, track, and maintain required training plans for new staff onboarding in collaboration with Division leadership.

5% (E) Professional Development

Participate in professional development trainings, as well as tasks, meetings, and activities that support programmatic and workplace diversity, equity, and inclusion.

B. Headquarters Designation

Choose an item.

C. Supervision Received

The incumbent will receive assignments and directions from Supervisor I; however, assignments and directions may come from the Attorney Supervisor.

D. Supervision Exercised

None.

E. Administrative Responsibility

None.

F. Personal Contacts

The incumbent will have frequent contact with various levels of staff at ALRB, Labor and Workforce Development Agency, and members of the public, particularly farmworkers and community-based organizations that serve farmworkers. The incumbent will have occasional contact with staff at other State departments, federal and local governments, members of the public industry and private interest groups.

G. Actions and Consequences

Failure to adequately perform the outlined duties listed above may result in failing to meet contract deliverables, diminishing community trust in state labor agencies, and reducing efficacy of interagency collaborations.

H. Functional Requirements

The incumbent is expected to work 40 hours per week, Monday through Friday, 8:00AM – 5:00PM; however, may be expected to work specified hours based on business needs of the ALRB and/or the Division. Regular attendance and punctuality are an essential part of this job.

The incumbent is expected to work indoors and outdoors, depending on the situation they are involved in, at any given time. While indoors, temperature and humidity will generally be controlled and consistent with a typical office environment. While outdoors, the incumbent may be exposed to climatic conditions including high temperatures, humidity, precipitation, and cold temperatures, as well as dust, pesticides, fertilizers. The incumbent will experience occasional to frequent sitting, standing, walking, and/or driving. Daily access to and use of a computer, keyboard, mouse, and telephone is essential. Occasional lifting of 10-15 pounds may be required.

The incumbent is required to take all State and Division mandatory trainings, as well as abide by the policies and procedures set forth by the ALRB.

In all job functions, the incumbent is responsible for creating an inclusive, safe, and secure environment that values diverse cultures, perspectives and experiences, and is free from discrimination. The incumbent is expected to provide all members of the public equitable services and treatment and work toward improving outcomes for all Californians.

I. Other Information

The incumbent shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others. This incumbent will maintain consistent and regular attendance, communicate effectively (both orally and in writing) when dealing with the general public and/or other employees, develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment, and adhere to departmental policies and procedures.

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Language Proficiency Testing – This position is designated as bilingual. The incumbent is required to pass a Spanish language fluency examination and maintain qualification to serve in a bilingual position and receive bilingual pay.

Conflict of Interest (COI) - This position is subject to COI Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

Department of Motor Vehicles (DMV) Employer Pull Notice (EPN) Program - The incumbent shall participate in DMV's EPN Program, which is a process for providing the ALRB with a report showing the driver's current public record as recorded by the DMV, and any subsequent convictions, failures to appear, accidents, driver's license suspensions, driver's license revocations, or any other actions taken against the driving privilege or license, added to the driver's DMV record.

Travel - The incumbent is required to travel within the State of California by various methods of transportation.

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 Equal Employment Opportunity Officer.)

Employee Signature

Date

Employee's Printed Name – Classification

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

Supervisor's Printed Name – Classification

New 10/2026