ALRB
AGRICULTURAL LABOR RELATIONS BOARD

Duty Statement

ALRB-HRO-9, Version 1

☒ **CURRENT**
☐ **PROPOSED**

Classification Title	**Division**
Analyst I	General Counsel
Working Title	**Branch/Office/Unit/Section**
Field Examiner I	Litigation, Program and Policy Branch / Investigation and Litigation Section I
Position Number	**Name and Effective Date**
013-220-5157-8XX	

General Statement: Under the supervision of the Supervisor I of the Investigation and Community Engagement Unit I, in the Investigation and Litigation Section I, part of the General Counsel Division (Division), within the Agricultural Labor Relations Board (ALRB), the Analyst I will investigate unfair labor practices and representation matters. The incumbent will be responsible for ensuring compliance with Board orders and settlement agreements, including calculation of monetary awards due and the satisfaction of non-monetary remedies. The incumbent plays a critical role in coordination of representation elections for certification or decertification of labor organizations and educates farmworkers about workplace rights, increases access to State of California (State) services in rural areas, and improves State labor enforcement programs. Duties include, but are not limited to, the following:

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

55% (E) Investigation and Litigation

Assist Division attorneys with investigations of unfair labor practice charges under the Agricultural Labor Relations Act (ALRA). Conduct interviews of farmworkers, employer witnesses, and other relevant individuals as assigned. Gather and review documentary evidence. Identify factual issues and areas requiring further investigation. In coordination with the assigned Division attorney, prepare draft investigative plans, document requests, interview questions, case-related correspondence, and factual memoranda for review and approval. (45%)

Assist with trial preparation activities following the issuance of a complaint. Support the development and maintenance of trial task matrices, coordinate trial logistics, and organize witnesses and documentary evidence in preparation for trial. (10%)

15% (E) Remedies and Compliance

Assist with research and preparation of written analyses regarding make-whole methodology and other remedies. Support the preparation of make-whole specifications by investigating factual issues, gathering and reviewing relevant information, calculating amounts owed, communicating with parties as assigned, and preparing findings and recommendations for team consideration. Assist with monitoring and documenting compliance with remedies ordered by the Board or required under settlement

agreements, including monetary and non-monetary remedies. Coordinate and support the implementation of non-monetary remedies, including reading, posting, noticing, and conducting compliance checks.

10% (E) Representation Matters
Assist with conducting representation elections under the ALRA. Investigate representation petitions and related election issues as assigned, including challenged ballots and objections. Coordinate election activities, maintain accurate election records, and protect the confidentiality of sensitive information while supporting the integrity of the election process during time-sensitive and fast-paced proceedings.

10% (E) Outreach, Intake, Referrals & Community Engagement
Conduct intake with farmworkers to identify service needs and provide information regarding available resources. Coordinate with other governmental entities, community organizations, and other stakeholders to facilitate access to services, conduct follow-up with workers and service providers, and prepare referrals as appropriate.

Participate in clinics and outreach events serving farmworkers in rural regions throughout the State. Collaborate with stakeholders and ALRB staff to promote outreach events, coordinate follow-up activities, and collect and report event-related data. Identify potential outreach and training topics and contribute ideas to improve services for farmworkers in rural communities. Support collaboration with other governmental entities, community organizations, and stakeholders to facilitate access to services and resources.

5% (E) Process Improvement and Development
Identify opportunities to improve internal workflows, protocols, and processes that support the ALRB's delivery of services to farmworkers in rural areas and other stakeholders. Gather information, identify operational challenges, and provide input and recommendations to improve service delivery and internal coordination.

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. <u>Headquarters Designation</u>
Choose an item.

C. <u>Supervision Received</u>
The incumbent will receive assignments and directions from the Supervisor I; however, assignments and directions may come from the Attorney Supervisor or Attorney, Assistant Chief Counsel.

D. <u>Supervision Exercised</u>
None.

E. Administrative Responsibility

None.

F. Personal Contacts

The incumbent will have frequent contact with ALRB staff and members of the public, particularly farmworkers and community organizations that serve farmworkers. The incumbent will also have regular contact with employers and employers' legal representatives during the investigation and litigation of ALRB matters. 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 negatively impact the ALRB's credibility with stakeholders, control agencies, and the Legislature and may result in significant operational consequences, including the loss of delegated authority, audit findings, and/or penalties. Inadequate performance may also result in failing to adequately evaluate or prosecute violations of the ALRA and failing to ensure farmworkers are afforded fair processes to elect representatives to bargain collectively with their employers.

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.

Incumbents in this classification will progress through ranges A, B, and C based upon the requirements of the alternate range criteria relating to the classification specifications. As the incumbent progresses beyond Range A, the incumbent will be expected to perform the level of responsibilities associated with the assigned range, in addition to the level of responsibilities in the lower range(s).

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

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.)

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Employee Signature Date

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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.

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Supervisor Signature Date

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Supervisor's Printed Name – Classification

New 10/2026

ALRB
AGRICULTURAL LABOR RELATIONS BOARD

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Working Title	**Branch/Office/Unit/Section**
Field Examiner I	Litigation, Program and Policy Branch / Investigation and Litigation Section II
Position Number	**Name and Effective Date**
013-230-5157-8XX	

General Statement: Under the supervision of the Supervisor I of the Investigation and Community Engagement Unit II, in the Investigation and Litigation Section II, part of the General Counsel Division (Division), within the Agricultural Labor Relations Board (ALRB), the Analyst I will investigate unfair labor practices and representation matters. The incumbent will be responsible for ensuring compliance with Board orders and settlement agreements, including calculation of monetary awards due and the satisfaction of non-monetary remedies. The incumbent plays a critical role in coordination of representation elections for certification or decertification of labor organizations and educates farmworkers about workplace rights, increases access to State of California (State) services in rural areas, and improves State labor enforcement programs. Duties include, but are not limited to, the following:

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Identify opportunities to improve internal workflows, protocols, and processes that support the ALRB's delivery of services to farmworkers in rural areas and other stakeholders. Gather information, identify operational challenges, and provide input and recommendations to improve service delivery and internal coordination.

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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 the Supervisor I; however, assignments and directions may come from the Attorney Supervisor or Attorney, Assistant Chief Counsel.

D. Supervision Exercised
None.

E. Administrative Responsibility

None.

F. Personal Contacts

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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

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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.

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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

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**
Field Examiner II	Litigation, Program and Policy Branch / Investigation and Litigation Section I
Position Number	**Name and Effective Date**
013-220-5393-8XX	

General Statement: Under the direction of the Supervisor I of the Investigation and Community Engagement Unit I, in the Investigation and Litigation Section I, part of the General Counsel Division (Division), within the Agricultural Labor Relations Board (ALRB), the Analyst II will investigate unfair labor practices and representation matters. The incumbent will be responsible for ensuring compliance with Board orders and settlement agreements, including calculation of monetary awards due and the satisfaction of non-monetary remedies. The incumbent plays a critical role in coordination of representation elections for certification or decertification of labor organizations, and educates farmworkers about workplace rights, increases access to State of California (State) services in rural areas and improves State labor enforcement programs. Duties include, but are not limited to, the following:

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

55% (E) Investigation and Litigation

Conduct complex investigations of unfair labor practice charges under the Agricultural Labor Relations Act (ALRA) in coordination with Division attorneys. Conduct interviews of farmworkers, employer witnesses, and other relevant individuals. Obtain, evaluate, and analyze documentary and testimonial evidence. Identify factual issues, inconsistencies, and evidentiary gaps. Determine when additional investigative steps are warranted. Develop and implement investigative plans in consultation with the assigned Division attorney, including preparing document requests, interview questions, case-related correspondence, and factual memoranda. Analyze investigative findings and prepare comprehensive factual summaries and recommendations to support the Division attorney's evaluation and disposition of unfair labor practice charges. (45%)

Coordinate trial preparation activities following the issuance of a complaint. Develop and maintain trial task matrices, independently coordinate trial logistics, and organize and evaluate witness and documentary evidence to ensure trial preparation activities are completed timely and effectively. (10%)

15% (E) Remedies and Compliance

Conduct research and prepare written analyses regarding complex make-whole methodologies and other remedies. Independently investigate factual issues, analyze relevant information, calculate amounts owed, and prepare make-whole specifications. Communicate with parties regarding remedy-related matters and develop recommendations for the team regarding remedy methodology, implementation, and strategy. Monitor and evaluate compliance with remedies ordered by the Board or required under settlement agreements, including monetary and non-monetary remedies. Coordinate and facilitate the implementation of non-monetary remedies, including reading, posting, noticing, and conducting compliance reviews. Identify compliance deficiencies and recommend appropriate follow-up actions.

10% (E) Representation Matters

Conduct and coordinate representation elections under the ALRA. Independently investigate representation petitions and evaluate factual and procedural issues arising during election proceedings, including challenged ballots and objections. Coordinate election activities, evaluate election-related issues, and recommend appropriate follow-up actions to ensure the integrity of the election process. Negotiate independently with parties on election-related matters following supervisory clearance. Exercise sound judgment in handling sensitive and confidential information while managing time-sensitive and fast-paced election proceedings.

10% (E) Outreach, Intake, Referrals & Community Engagement

Conduct and coordinate intake with farmworkers to assess service needs, identify appropriate resources, and facilitate access to services. Independently coordinate with other governmental entities, community organizations, and other stakeholders to address identified needs, facilitate referrals, and ensure appropriate follow-up with workers and service providers.

Plan, coordinate, and participate in clinics and outreach events serving farmworkers in rural regions throughout the State. Collaborate with stakeholders and ALRB staff to develop and implement outreach strategies, coordinate event follow-up, and analyze and report outreach data to evaluate effectiveness and identify service needs. Develop recommendations for outreach and training opportunities and topics. Evaluate existing service delivery approaches and recommend systems and processes to improve access to services for farmworkers in rural communities. Facilitate and strengthen collaboration with other governmental entities, community organizations, and stakeholders to improve coordination and delivery of services.

5% (E) Process Improvement and Development

Evaluate internal workflows, protocols, and processes to identify operational gaps and opportunities for improvement in the ALRB's delivery of services to farmworkers in rural areas and other stakeholders. Develop and present recommendations for process improvements, including strategies to enhance operational efficiency, interagency coordination, and the effectiveness of service delivery.

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 the Supervisor I; however, assignments and directions may come from the Attorney Supervisor or Attorney, Assistant Chief Counsel.

D. **Supervision Exercised**
None.

E. **Administrative Responsibility**
None.

F. **Personal Contacts**
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G. **Actions and Consequences**
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H. **Functional Requirements**
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Employee Signature Date

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Employee's Printed Name – Classification

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Supervisor Signature Date

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Supervisor's Printed Name – Classification

New 10/2026

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Classification Title	**Division**
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Working Title	**Branch/Office/Unit/Section**
Field Examiner II	Litigation, Program and Policy Branch / Investigation and Litigation Section II
Position Number	**Name and Effective Date**
013-230-5393-8XX	

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Evaluate internal workflows, protocols, and processes to identify operational gaps and opportunities for improvement in the ALRB's delivery of services to farmworkers in rural areas and other stakeholders. Develop and present recommendations for process improvements, including strategies to enhance operational efficiency, interagency coordination, and the effectiveness of service delivery.

5% **(E) Professional Development**
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B. **Headquarters Designation**
Choose an item.

C. **Supervision Received**
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Language Proficiency Testing – This position is designated as bilingual. To receive bilingual pay, the incumbent is required to pass a Spanish language fluency examination and maintain qualification to serve in a bilingual position.

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