Classification: Manager I
Position Number: 880-600-4969-001

DUTY STATEMENT

☐ **CURRENT** ☒ **PROPOSED**

RPA Number: 26-600-XXX	**Classification Title:** Manager I	**Position Number:** 880-600-4969-001
Incumbent Name: Vacant	**Working Title:** Labor Relations and Performance Management Section Manager	**Effective Date:** TBD
Tenure: Permanent	**Time Base:** Full Time	**CBID:** M01
Division/Office: Division of Administrative Services/Human Resources Branch	**Section/Unit:** Labor Relations Performance Management Unit	
Supervisor's Name: Melissa Russell	**Supervisor's Classification:** Manager II	

Human Resources Use Only:
HR Analyst Approval: **Date:**

General Statement
Under the direction of the Human Resources Branch Chief, and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.
Position Description
The Manager I is responsible for managing the Labor Relations and Performance Management sections who are responsible for advising and representing management in all areas of labor relations, performance management, and the telework program. The incumbent works in close partnership with other sections within the Human Resources Branch (HRB) in areas of mutual concern and to provide quality service to the programs.
Essential Functions (Including percentage of time):

40%	Manage the Performance Management Section in any employee disputes, progressive discipline, and adverse action process and procedures. Consults and oversees staff that consult with managers, supervisors, and legal staff on employee performance issues and recommends appropriate action; investigates allegations of inappropriate employee activities and conducts and makes recommendations on findings; primary responsibility for preparing and overseeing staff preparing employee actions including adverse actions, rejections during probation, medical actions, AWOL proceedings, etc.; investigates and responds to merit issue complaints.
35%	Manage the Labor Relations Section. Administers and managers an effective Labor Relations program for the Water Boards. Develops, implements, and updates Water Board policies and procedures related to labor relations. Interprets, applies and advises managers and supervisors regarding State and Federal labor laws; advises managers and supervisors on the proper handling of grievances and interprets Memoranda Of Understanding (MOUs) provisions; develops, implements and enforces policies and procedures related to the MOUs; liaisons with the California Department of Human Resources (CalHR) in administering the state's labor programs and resolving employee disputes; responds to employee and union inquiries regarding labor issues; serves on the management team at the Unit 9 and 10 (Engineering and Scientist) collective bargaining tables; investigates and makes recommendations to resolve grievances and unfair labor practice issues; conducts delegated negotiations with employee organizations on operational issues and policy changes.
10%	Manage the Telework program. Oversee the telework coordinator and provide information and guidance to management and employees to ensure compliance with the department's Telework Policy and implement department guidelines and/or changes communicated by management. Provide consultation to supervisors and employees on telework-related personnel inquiries and advise supervisors on any areas of concern regarding compliance with the telework policy and/or telework agreement. In coordination with management, develop and maintain telework-related departmental policy, procedures and announcements.
10%	As a member of management, represent the Water Boards in meetings on sensitive and significant issues involving labor relations and performance matters. Provide consultative services to the Water Boards management. Represent the Water Boards at various proceedings with the State Personnel Board, CalHR, and Public Employment Relations Board.
Marginal Functions (Including percentage of time):	
5%	Works on special assignments that may be assigned by State Board management. Performs other duties as required.
Typical Physical Conditions/Demands:	

The job requires extensive use of a personal computer and the ability to sit/stand at desk, read, communicate and type on a keyboard for extended periods of time. Ability to lift 10 pounds, bend and reach above shoulders to carry or retrieve files and/or documents.
Typical Working Conditions:
The incumbent works on the 18th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Travel will be required locally and within the state.

Supervisor Statement		
I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.		
Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date