DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
California Correctional Health Care Services	042-235-7500-XXX
UNIT NAME AND CITY LOCATED Labor Relations Unit, Elk Grove	CLASSIFICATION TITLE Career Executive Assignment
	WORKING TITLE Associate Director, Labor Relations – CEA Level A

COI	WORK WEEK GROUP	CBID	TENURE	TIME BASE
Yes ☒ No ☐	E	M01	CEA	FT

SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO 8220 Longleaf Drive, Building D, Elk Grove, CA
INCUMBENT (If known)	EFFECTIVE DATE

California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.

PRIMARY DOMAIN:	

Under the general direction of the Deputy Director, Labor Relations, Performance Management and Staff Development Section, the Associate Director (AD), Labor Relations provides oversight of the Labor Relations Unit (LRU). The AD, Labor Relations directly manages high level Labor Relation managers and provides bargaining strategy for all employees in all bargaining units for the department. The AD, Labor Relations leads and manages the more complex labor relations work and is a member of the executive management team. Statewide travel may be required.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use addition sheet if necessary)*
	ESSENTIAL FUNCTION
40%	Oversees the development and organization of sensitive and complex statewide projects that have extensive labor relations impact, including main table negotiations. Provides support, oversight and direction in policy making, legislation, arbitration decisions, unfair labor practices, policy changes, and administrative regulations for impact on employer-employee relations. Manages the development and implementation of strategies and alternatives for addressing impact and communicates to all levels of management. Works closely with CCHCS executive leadership, managers, and supervisors on various labor relations issues. Serves as chief negotiator on the more sensitive and complex impact negotiations. Responsible for advising executive management on the impact and developing alternatives, as well as developing strategies for negotiations.

30%	Oversees and manages the second-level grievance and complaint process on behalf of CCHCS. Develops and implements policy related to CCHCS position for arbitration and unfair labor practice cases. Advises executive management on the merits of these cases. Collaborates with the California Department of Human Resources' legal staff in interviewing and preparing witnesses for arbitrations and provides recommendations during the most complex hearings.
20%	Develops and oversees the program and the staff of the LRU. Provides consultation as well as direction and management oversight related to the more complex labor relations matters to departmental executives, managers, supervisors, and Labor Relations Analysts in the field.
10%	Develops and manages staff on all aspects of labor relations. Oversees development of new software solutions for process improvements. Performs other related duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of: The organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program.

Ability to: Plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices: integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive Branch; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.

DESIRABLE QUALIFICATIONS

- Experience at the managerial level involving collective bargaining agreements, grievance procedures, and arbitration.
- Experience at the managerial level working with executive level staff on sensitive and complex issues related to labor relations. Demonstrated ability to apply new ways of thinking, solving problems, creating new ideas and developing new approaches to achieve the Department's mission.
- Strong management skills in labor relations and demonstrated ability to monitor workloads and accomplish objectives.
- Experience at the managerial level building strong business relations internally and externally that adds value to the organization.
- Well-developed oral, written, and interpersonal skills. The ability to interact and communicate effectively with executives, staff, other stakeholders, and governmental agencies.
- Ability to analyze complex problems and recommend effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain confidentiality.

OTHER DOMAINS

Not applicable

SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT

- CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO

HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this.

SPECIAL PHYSICAL CHARACTERISTICS

- Persons appointed to this position must be reasonably expected to exert up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time, but may involve walking or standing for brief periods of time.

SPECIAL PERSONAL CHARACTERISTICS

- Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE