Duty Statement

☐ Current ☒ Proposed

RPA Number: 25-0876	Classification Title: Labor Relations Specialist	Position Number: 673-810-9535-XXX
Incumbent Name:	Working Title:	Effective Date: Click or tap to enter a date.
Tenure: Limited-Term	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Administrative Services Division	Section/Unit: Labor Relations Unit	Reporting Location: Sacramento HQ – 1001 I Street
Supervisor's Name:	Supervisor's Classification: Supervisor II	CBID: E98
Confidential Designation: ☐ Yes ☐ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☒ None ☐ Lead		

General Statement

The Labor Relations Unit is responsible for representing management in all phases of collective bargaining and overseeing labor relations issues that impact both the California Air Resources Board (CARB) and the Office of the Secretary, California Environmental Protection Agency (CalEPA). The Unit serves as the primary authority on contract administration, providing expert interpretation of labor agreements, delivering strategic labor relations advice to management, and executing necessary administrative duties to ensure organizational compliance, workplace accountability, and operational continuity across both entities. Under the general direction of Supervisor II, the Labor Relations Specialist (LRS) performs specialized work in the field of labor relations by conducting research and providing consultation and guidance to the Department on union-related issues and by serving as a representative of the Department in various settings for California Air Resources Board (CARB) and CalEPA.

Competencies

All employees are responsible for understanding and demonstrating the core competencies of collaboration, communication, customer engagement, digital fluency, diversity and inclusion, innovative mindset, interpersonal skills, and resilience.

Position Description

Under the general direction of the Supervisor II, the Labor Relations Specialist (LRS) performs complex, analytical, and sensitive labor relations work for the California Air Resources Board (CARB) and California Environmental Protection Agency (CalEPA). The incumbent serves as a labor relations consultant and management representative, providing guidance and recommendations to executives,

managers, supervisors, and Human Resources staff on labor relations matters, contract administration, grievance handling, labor-management relations, collective bargaining issues, and workplace initiatives affecting represented employees. The incumbent interprets and applies labor laws, regulations, policies, and collective bargaining agreements; conducts research and analysis; develops recommendations and management guidance; prepares correspondence, reports, and training materials; and represents management in labor-management discussions and proceedings. The incumbent also oversees CARB and CalEPA's Telework program and provides support related to telework administration, personal services contract (PSC) notifications, and Return-to-Office (RTO) initiatives. The incumbent exercises a high degree of independence, sound judgment, discretion, and diplomacy in handling complex and sensitive matters.

% of Time	Essential Functions
35%	Independently performs complex and sensitive labor relations work for CARB and CalEPA. Provides consultation, guidance, and recommendations to executives, managers, supervisors, and Human Resources staff regarding labor agreements, labor laws, personnel policies, workplace changes, disciplinary matters, and labor-management relations issues. Interprets, applies, and administers collective bargaining agreements covering multiple bargaining units and ensures compliance with applicable labor laws, regulations, policies, and procedures. Researches and analyzes labor relations issues and develops recommendations for management consideration. Evaluates the labor relations impact of management decisions, organizational changes, workforce initiatives, and workplace practices.
25%	Investigates, analyzes, and recommends resolutions regarding employee grievances, complaints, and labor-management disputes. Prepares grievance responses, settlement recommendations, correspondence, briefing materials, and management reports. Conducts grievance and settlement conferences and, when authorized, negotiates and enters into settlement agreements on behalf of the Department. Responds to union information requests and assists in responding to unfair labor practice charges, allegations, and related labor relations matters. Participates in labor-management meetings and discussions involving sensitive employee relations and disciplinary issues. Reviews and provides recommendations regarding union leave requests in accordance with applicable labor agreements and policies.
15%	Supports collective bargaining and labor negotiations activities by identifying issues, conducting research, and analyzing bargaining proposals, arbitration decisions, legislation, case law, administrative regulations, and labor relations trends. Assists in the development of management proposals, counterproposals, fiscal analyses, issue papers, and briefing materials for statewide bargaining, impact bargaining, and meet-and-confer activities. Reviews proposals from CalHR, employee organizations, and other entities and evaluates operational and labor-relations impacts. Participates on negotiation teams, labor-management committees, and workgroups as assigned. Researches and compiles information required for arbitration matters, completes arbitration checklists, prepares and organizes case files and supporting documentation, coordinates with CalHR staff and legal counsel, and attends arbitration hearings as assigned.

15%	Administers the Department's telework program. Develops, implements, and maintains telework guidance, procedures, communications, and training materials. Provides consultation and guidance to management and staff regarding telework policies, program requirements, and compliance. Monitors program effectiveness, evaluates telework practices, prepares reports and recommendations, and coordinates telework-related activities with CalEPA and other stakeholders. Provides program support regarding Personal Services Contract (PSC) notices. Provides tracking, reporting, and project support for telework and Return-to-Office (RTO) initiatives. Manages shared Labor Relations intake mailboxes, monitors and triages inquiries, analyzes workload and program data, and develops operational metrics and management reports to support program oversight and decision-making.
5%	Develops and updates labor relations and telework-related policies, procedures, manuals, guidance documents, and training materials. Designs and conducts training for managers, supervisors, and staff related to labor relations, contract administration, grievance handling, telework administration, and labor-management relations. Prepares reports, correspondence, management briefings, and program documentation. Conducts special studies and program analyses and provides technical assistance and support for labor relations, telework, PSC notification processes, and other assigned initiatives.

% of Time	Marginal Functions
5%	Performs special projects, studies, program evaluations, committee assignments, and other duties as required to support Labor Relations and Human Resources programs.

Typical Physical Conditions/Demands

This position requires frequent sitting, standing, walking, bending, and reaching. It also requires frequent use of hands, wrists, and fingers for keyboarding and document manipulation. Moving objects weighing up to 25 pounds may be necessary. Occasionally, you may be exposed to outdoor weather, dust, or noise. Periodic travel may be required to attend meetings, training, labor-management discussions, grievance proceedings, arbitration hearings, and other work-related events within California.

Typical Working Conditions

Position is located in a high-rise building. Requires being in a stationary position, consistent with office work, for extended periods. Standard office environment (for example, artificial lighting, controlled temperature, etc.) Daily use of a computer, office equipment, and/or telephone.

Special Requirements of Position (Check all that apply):

☐ Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).

☐ Duties require participation in the DMV Pull Notice Program.

☐ Performs other duties requiring high physical demand. (Explain below)

☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.

☐ Travel up to _____ percentage

☐ Bilingual Fluency needed in _____(language)

☐ Other-

Supervisor Statement

I certify that this duty statement accurately describes the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date: Date

Employee Statement

I have discussed these duties with my supervisor and have been provided with a copy of this duty statement. I certify that I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

** Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need reasonable accommodation to perform the essential functions of this position? ☐ Yes ☐ No		
Employee Name:	Employee Signature:	Date: Date