



Classification: Staff Services Manager I (Specialist)	Position No. 208-4800-XXX
CBID: E48	Office: Human Resources/Labor Relations
Date Prepared: January 2019	Division: Administrative Services
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

POSITION DESCRIPTION:

Under the general direction of the Staff Services Manager III, the Staff Services Manager I (Specialist) functions as a non-supervisory specialist in an independent capacity to administer an effective performance management/labor relations program for the California Energy Commission (Commission).

WORKING CONDITIONS:

The work is performed in an indoor office and/or conference room setting involving sitting, walking, and/or standing. Occasional travel and additional hours beyond an eight-hour workday may be required.

DUTIES AND RESPONSIBILITIES:

The incumbent is required to communicate effectively, perform duties independently or in a team environment, maintain consistent and regular attendance, possess the ability to evaluate and prioritize workload, exercise good judgement, use a personnel computer and appropriate Commission software, and work and/or act as a lead, in meetings with management, staff and other agencies. The incumbent may also act as lead for a Labor Relations Analyst or Associate Personnel Analyst (APA) assigned to Labor Relations.

50% Consults with and provides guidance to all levels of management within the Commission on the preventative, corrective, and adverse phases of the progressive discipline process to address performance, behavioral, and misconduct issues. Provides advice to Commission management in accordance with the applicable bargaining unit contracts and State's progressive disciplinary policy. Prepares corrective action memorandums and formal adverse action packages. Manages the dispute resolution process, progressive discipline, adverse action process and procedures, and provides facilitation and mediation on highly sensitive matters. Provides early intervention services to management when potential employee/employer issues arise, including those where performance issues are involved; responsible for drafting and preparation of all Adverse Actions, Rejections on Probation, responds to Merit Issue complaints for Commission management staff. Consults with, advises managers/supervisors on disciplinary issues, and makes recommendations on appropriate action or process to be taken when early intervention has been unsuccessful. Oversees the development and administration of policies, guidelines and procedures for various statutory and contract-related programs,



including the Fair Labor Standards Act (FLSA) (i.e., the legal requirements for administering overtime, standby and other FLSA wage and hour issues as they relate to salary versus hourly employees). (E)

- 25% Provides oversight for the day-to-day administration of the various collective bargaining agreements covering Commission represented staff, including the investigation and handling of contract grievances and complaints. Includes administering and conducting investigations for the Workplace Violence and Bullying Prevention Program. Prepares summary and conclusion for the investigations. Ensures development of effective labor/management strategies are consistent and promote the overall goal of fostering a positive and collaborative labor/management relationship. Makes recommendations to resolve grievances and unfair labor practice issues; provides advice, counsels, and makes recommendations to Commission management staff on a variety of technical and complex labor relation matters; responds to union allegations for Commission management staff. Independently develops and presents to Union representatives sensitive Commission policies and changes to employee conditions of employment. (E)
- 15% Represents the Commission in negotiations between State and Union; serves as the Commission's chief negotiator in delegated meet and confers with the union as required. Represents the Commission at Adverse Action, Unemployment Insurance Appeals Board hearings, Merit Complaint Hearings and Unfair Labor Practice Hearings. (E)
- 5% Develops and conducts formal and informal Labor Relations training for Commission managers and supervisors. (E)
- 5% Other duties as required consistent with the specification of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
_____	_____
Vacant Staff Services Manager I (Specialist)	Lenna Ledesma Staff Services Manager III
Date	Date