STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

☐ Current
☐ Proposed

RPA NUMBER	DGS OFFICE or CLIENT AGENCY	
25790	Office of Human Resources	
UNIT NAME	REPORTING LOCATION	
Labor Relations	707 3rd Street, 7th Floor, West Sacramento, CA 95605	
SCHEDULE (DAYS / HOURS)	POSITION NUMBER	CBID
Monday - Friday; 8:00 a.m. - 5:00 p.m.	306-272-9529-xxx	E97
CLASS TITLE	WORKING TITLE	
Labor Relations Analyst - Hybrid Option		
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☐ Rank and File ☐ Supervisor ☑ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the general direction of the Labor Relations Officer of the Department of General Services (DGS), the Labor Relations Analyst assists in the management and the administration of the Department's labor relations program and represents the Director in all aspects of collective bargaining for assigned bargaining units and offices in accordance with civil service laws and rules utilizing the Ralph C. Dills Act, Collective Bargaining Agreements, Family Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA), California Code of Regulations, Personnel Management Liaison Memos (PMLs), and Department of Human Resources (CalHR) Pay Letters.

SPECIAL REQUIREMENTS ☑ Conflict of Interest ☐ Medical Evaluation ☑ Background Evaluation ☐ Background Evaluation FTB ☐ Office Technician (Typing)

Conflict of Interest

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment.

Background Evaluation

This position requires Background Investigation clearance.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Assists in analyzing and interpreting state and federal labor law, Public Employees Relations Board (PERB) decisions, court case affecting labor relations, State Personnel Board (SPB) presidential decisions, contract provisions, and departmental policies, procedures, and programs involving labor relations by gathering information, meeting with appropriate parties and preparing department level grievance responses, settlement agreements, and reports in order to facilitate the department's implementation of and compliance with collective bargaining agreements and provide direction and consultation on contract interpretation to ensure the implementation of new and existing policies and contract provisions to managers and supervisors.
25%	Assists in reviewing working conditions of employees and investigates unfair labor practice charges by analyzing policies and past practices, interfacing with stakeholders, consulting with senior level management, reviewing arbitrations and PERB decisions and consulting with CalHR legal and labor staff, in order to assist managers and supervisors on the application of provisions of labor agreements; develops recommendations for assigned legal counsel in defending charges and assists in preparation of arbitrations and PERB cases.

☐ Current
☐ Proposed

PERCENTAGE	DESCRIPTION
10%	Assists in developing training materials and providing training to designated personnel on various items including, but not limited to, labor relations contract administration, unfair labor practices, pre-election conduct, and grievance handling in order to ensure compliance with the Dills Act, MOUs, departmental policies, and state and federal laws, rules, and regulations.
10%	Assists in administering the Union Paid Leave Program by working with the departmental accounting office and utilizing Excel in order to ensure hours associated with union paid leave are accurately reconciled and billed to unions accordingly.
10%	Acts as a note-taker during meetings, Skelly Hearings, grievance conferences, and maintains the unit's grievance log in order to record the history of unresolved disputes to ensure the timely completion of disputes to uphold DGS standards.
10%	Serves as the department Custodian of Record, by reviewing and processing background screen results received from the Department of Justice, in order to determine appropriateness for employment, to ensure timely notification of records are provided to designated recipients.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Temperature-controlled environment under artificial lighting, typically within a confined space such as a cubicle or workstation. Travel to various work locations in California on short notice and on a regular basis, including both one-day trips and overnight trips. This position is Hybrid and eligible for telework up to three (3) days a week, in accordance with the Statewide Telework Policy, and will be required to report to the office as needed/required. The successful candidate must reside in California upon appointment. Fast paced work environment with multiple demands, time critical deadlines, and sensitive labor relations issues with departmental wide impact.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED