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.	306-272-9535-005	E98
CLASS TITLE	WORKING TITLE	
Labor Relations Specialist - 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 limited, general direction of the Labor Relations Manager of DGS, and with minimal review, the Labor Relations Specialist serves as a subject matter expert and consultant to executive staff, managers and supervisors regarding the administration of the Department's labor relations program and represents the Director in all aspects of collective bargaining in accordance with civil service laws and rules utilizing the Ralph C. Dills Act, Collective Bargaining Agreements/Memorandums of Understanding (MOU), Fair Labor Standards Act, and the California Code of Regulations. This position is responsible for providing technical expertise, training, guidance, assistance and support regarding the department's most sensitive and complex labor relations matters.

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%	Serves as a consultant and labor relations expert and represents the Department of General Services (DGS) in contract negotiations and meet-and-confer sessions, by researching and analyzing a variety of complex labor practices, and interpreting Memorandums of Understanding (MOUs) with respect to the terms and conditions of employment and organizational issues that are appropriate for contract negotiations, in order to provide guidance to management on the administration of, and compliance with, the various MOUs, and make recommendations, both orally and in writing, to management on departmental collective bargaining priorities, to ensure compliance with all applicable laws, rules, policies and practices consistent with the Ralph C. Dills Act, the Excluded Employees Bill of Rights, and other statutes, codes and regulations.
35%	Investigates and researches the most sensitive and complex working conditions of employees and unfair labor practice charges, by analyzing policies and past practices, interfacing with stakeholders, consulting with senior level management, and Department of Human Resources' legal and labor staff, and meeting with union representatives to resolve the most complex employee grievances

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PERCENTAGE	DESCRIPTION
	and/or complaints, in order to alleviate labor concerns, and prepare, and respond to union allegations and charges including the following, but not limited to, unfair labor practices, grievances, and complaints, to ensure compliance with applicable laws and rules, in a manner that maintains harmonious labor relations.
10%	Develops learning objectives, training materials, and visual aids for customized in-house training for DGS managers and supervisors, by facilitating learning through participant-centered training techniques and adult learning principles, in order to deliver effective training on various items including the following, but not limited to, bargaining contract administration and interpretation, unfair labor practices, pre-election conduct, and grievance handling, through a variety of modalities, including the following, but not limited to, classroom, webinar, and video tutorials, to ensure a full and comprehensive understanding of the aforementioned topics.
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.
5%	Administers the Union Paid Leave Program, by working with the departmental accounting office, utilizing Excel, in order to bill unions accordingly and timely, to ensure hours associated with union paid leave are accurately reconciled.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Acts as a note-taker during meetings, grievance conferences, and meet-and-confers, and utilizes Excel, in order to record the history of grievances, notices, and other historical actions of the Labor Relations Office.

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