

Current Proposed

Classification Title Labor Relations Officer	Division/Unit Labor Relations
Working Title Labor Relations Officer	IT Domain (if applicable)
Position Number 363-300-7476-003	Effective Date
Name Vacant	Date Prepared

CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Vision: To be the premier leader and trusted partner in innovative human resources management.

Our Mission: To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

General Statement

The Labor Relations Division is responsible for representing the Governor and presenting the State's management position in negotiations with exclusive representative of the 21 bargaining units in State service. The Labor Relations Officers negotiate a memorandum of understanding (MOU) with each of the exclusive representatives of the bargaining units. These MOUs are legal contracts that specify the wages, hours, and terms and conditions employment for represented (rank-and-file) employees. The Labor Relations Officers also interpret contracts and instruct State management in their proper administration. Disputes over contract administration or interpretation for represented employees are resolved through the grievance/arbitration process. This position also functions as the Chief Negotiator for two or three large bargaining units, including negotiating the statewide collective bargaining agreement on behalf of the Governor, and is responsible for implementing and administering the agreement. The Labor Relations Division is the final level of review prior to arbitration. Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions]:

Percentage (%)	(E) or (M)	Job Duties
50%	(E)	Serve as the State's chief negotiator for the assigned bargaining unit; coordinate and personally develop and prepare the State's bargaining position and policy for contract negotiations, including securing input from department management personnel; participate in the selection of the State management bargaining teams; ensure that affected

		departments are involved and informed about the status of the bargaining process.
40%	(E)	Represent the State in the administration and interpretation of collective bargaining agreements, including hearing, deciding upon and responding to grievances appealed to the fourth level; represent the State in preparing and presenting the most difficult arbitration cases.
10%	(E)	Analyze and evaluate union demands; responsible for the investigation and resolution of the more difficult informal and formal unfair labor practice charges filed by employee organizations against the State; provide ongoing liaison and policy direction to State departments on all matters concerning State labor management relations; ensure that State and departmental policies governing union access and other organizing activities are in compliance with the Ralph C. Dills Act; and, other related duties as required

Supervision Received

Reports directly to the Chief of Labor Relations

Supervision Exercised

None.

Special Requirements / Desirable Qualifications

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

Working Conditions

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

Include information on travel, overtime, and environmental factors. Describe physical tasks performed, operating machinery or equipment, ability to lift, etc.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*A 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 their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date