

Labor Relations Analyst

Essential Task Rating Results

1	Serves as a liaison between a department and with the CA Department of Personnel Administration, CA State Personnel Board, and the Public Employee Relations Board in the resolution of issues.
2	Recommends and advises management on making a determination regarding the intent of provisions of labor agreements.
3	Recommends and advises management on making a determination regarding application of provisions of labor agreements.
4	Ensures compliance with state and federal laws and the CA Department of Personnel Administration and CA State Personnel Board laws and rules.
5	Ensures compliance with applicable policies and procedures.
6	Ensures compliance with California state labor agreements.
7	Researches allegations made in grievances and complaints regarding labor relations matters.
8	Provides consultation and advice on responses for grievances and complaints regarding labor relations matters.
9	Makes recommendations to responses for grievances and complaints regarding labor relations matters.
10	Prepares written responses to grievances and complaints regarding labor relations matters.
11	Communicates labor relations information to management.
12	Participates in the development of employer's positions on matters within the scope of bargaining.
13	Analyzes case law in the labor relations' industry.
14	Analyzes administrative regulations in the labor relations' industry.
15	Conducts research on assignments and projects relating to various aspects of labor relations, (e.g., grievances, legislative analysis, controlled assignments, public inquiries, union information requests, etc.), to obtain and/or provide information, utilizing Memorandum of Understanding (collective bargaining agreements), policies, procedures, laws and rules, past practice, etc., as directed by management.
16	Prepares various written documents (e.g., correspondence, reports, memos) for/to the Governor's Office, Department of Personnel Administration, Agency Secretaries, Directors, other elected officials, union officials, management, staff, etc., to provide information about labor relations matters.

17	Serves as management's representative in various settings (e.g., contract negotiations, impact negotiations, unfair labor practice hearings, arbitrations, mediations, CA State Personnel Board Hearings, grievance conferences, meetings, etc.) to protect the employer's interests and to resolve stressful or sensitive situations with tact and labor management diplomacy.
18	Assists department personnel staff and other state agencies on inquiries related to the intent and application of laws, rules, policies, procedures, regulations and labor agreements to ensure consistency in the application of labor agreement provisions.
19	Meets with employee organizations (e.g., unions and bona fide associations) to discuss and/or resolve issues.
20	Identifies issues through grievances, negotiations, meetings, etc., and make appropriate recommendations for resolution.
21	Analyzes issues through grievances, negotiations, meetings, etc., and/or makes appropriate recommendations for resolution.
22	Conducts surveys of departmental operations and practices to ensure compliance with labor agreements and departmental policies using various resources.
23	Develops training lesson plans for managers, supervisors and confidential employees on all areas of labor relations (e.g. contract administration, grievance handling, arbitration, unfair labor practices, impact bargaining, working with job stewards, basic supervision, etc.) to provide consistency in the application of labor agreement provisions and labor relations policy.
24	Provides training to managers, supervisors and confidential employees on all areas of labor relations (e.g., contract administration, grievance handling, arbitration, unfair labor practices, impact bargaining, working with job stewards, basic supervision, etc.) to ensure consistency in the application of negotiated contract provisions and labor relations policy.
25	Attends meetings, seminars, training sessions, and conferences with other state agencies and departmental staff, etc., to exchange ideas, opinions, and practices that impact the effectiveness of statewide labor relations.
26	Assists the CA Department of Personnel Administration's Legal Division with the development of legally-defensible cases on behalf of the employer in such labor relations matters as unfair labor practices, arbitration, and court hearings, etc.
27	Serves on various task groups/committees involving labor relations matters to provide input on the development/changes to policies, procedures, etc., and ensures compliance with various laws, rules, labor agreements etc.
28	Serves as management's representative to resolve outstanding labor relations issues for management, employees, and union representatives.

29	Interviews employees, witnesses, other agency staff, etc., in preparation for administrative hearings in various arenas to protect the employer's interests.
30	Ensures compliance and responds to complaints regarding alleged violations of State and/or Federal labor laws and regulations.
31	Prepares settlement agreements for management's approval and ensures compliance with the provisions in the agreement.
32	Serves as official notetaker for contract negotiations, impact bargaining, etc.
33	Drafts proposals during contract negotiations under the Ralph C. Dills Act and impact bargaining.
34	Prepares requests for confidential designations, seeks approvals from the CA Department of Personnel Administration – Labor Relations Division, and monitors approved confidential designations for consistency in its application and appropriateness.
35	Prepares and/or reviews administrative actions and represents the department at hearings.
36	Identifies potential local bargaining issues and assists in the development and drafting of the department's bargaining positions.
37	Keeping apprised of local grievance resolutions, Public Employee Relations Board decisions, arbitration decisions, SPB, court decisions for statewide impact by reviewing periodicals, newsletters, websites, journals, etc.
38	Monitors local operations/procedures to prevent charges of unfair labor practices and contract violations.
39	Prepares requests for delegation from CA Department of Personnel Administration – Labor Relations Division for impact bargaining authority.
40	Prepares appropriate notices to employee organizations regarding impact of local program changes on wages, hours and other terms and conditions of employments.
41	Prepares written responses to requests for information from employee's attorneys, representatives, the courts, and administrative agencies.
42	Represents state management under the Ralph C. Dills Act during all phases of the collective bargaining process by preparing for and participating in negotiations, impasse resolution and contract administration activities for various bargaining units.
43	Researches and prepares reports on recommended policies and procedures for implementing management's positions related to proposed legislation case law and administrative rule changes.