

Labor Relations Specialist

Essential Task Rating Results

1	Serve as a liaison between a department and with the CA Department of Personnel Administration, CA State Personnel Board, and the Public Employment Relations Board in the resolution of issues.
2	Advise and inform management regarding the interpretation of provisions of collective bargaining agreements.
3	Recommend and advise management on making a determination regarding the application of provisions of collective bargaining agreements.
4	Ensure compliance with State and Federal laws and the CA Department of Personnel Administration and CA State Personnel Board laws and rules.
5	Ensure compliance with applicable policies and procedures.
6	Ensure compliance with California State collective bargaining agreements.
7	Interview witnesses and research allegations made in the more complex or sensitive grievances and/or complaints regarding labor relations matters.
8	Provide consultation and advice to management on responses for the more complex or sensitive grievances and/or complaints regarding labor relations matters.
9	Make recommendations to responses to the more complex or sensitive grievances and/or complaints regarding labor relations matters.
10	Ensure compliance and respond to the more complex and sensitive complaints regarding alleged violations of State and/or Federal labor laws and regulations.
11	Prepare written responses to grievances and/or complaints regarding labor relations matters.
12	Communicate labor relations information to management.
13	Participate in the development of management's positions on matters within the scope of bargaining.
14	Analyze case law in the labor relations field.
15	Analyze administrative regulations in the labor relations field.

16	Conduct research on assignments and projects relating to various aspects of labor relations (e.g., grievances, legislative analysis, special project, public inquiries, union information requests, etc.) to obtain and/or provide information, using collective bargaining agreements, policies, procedures, laws and rules, past practice, etc., as directed by management.
17	Independently prepare or finalize various written correspondence and/or reports for/to the Governor's Office, CA Department of Personnel Administration, Agency Secretaries, Directors, Public Employment Relations Board, other elected officials, union officials, management, staff, etc.
18	Serve 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 complex or sensitive situations with tact and labor management diplomacy.
19	Assist departmental 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.
20	Independently meet with employee organizations (e.g., unions, and supervisory and excluded organizations) to discuss and/or resolve issues.
21	Identify issues through grievances, negotiations, meetings, etc. and make appropriate recommendations for resolution.
22	Analyze issues through grievances, negotiations, meetings, etc. and make appropriate recommendations for resolution.
23	Independently develop 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/advanced supervision, etc.) to provide consistency in the application of collective bargaining agreement provisions and labor relations policy.
24	Provide/Present 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/advanced supervision, etc.) to provide consistency in the application of collective bargaining agreement provisions and labor relations policy.

25	Attend meetings, seminars, training sessions, and conferences with other state agencies and departmental staff members, etc., to exchange ideas, opinions, information, and practices that impact the effectiveness of statewide labor relations.
26	Assist the CA Department of Personnel Administration's Legal Division with the development of legally-defensible cases on behalf of the employer in labor relations matters such as unfair labor practices, arbitration, and court hearings.
27	Serve on various task groups/committees involving labor relations matters to provide input on the development of and changes to policies, procedures, etc., and ensure compliance with various laws, rules, labor agreements, etc.
28	Interview employees, witnesses, etc. in preparation for administrative hearings in various arenas to protect the management's interests.
29	Independently prepare settlement agreements for management's approval and ensure compliance with its provisions.
30	Serve as official note taker for contract negotiations, impact bargaining, meet and discuss, etc.
31	Write proposals during contract negotiations under the Ralph C. Dills Act and impact bargaining.
32	Identify potential departmental bargaining issues and assist in the development and drafting of the department's bargaining positions.
33	Provide consultation and seek to resolve conflict in public and/or private sector employer-employee relations.
34	Monitor local grievance resolutions for statewide impact.
35	Monitor local operations/procedures to prevent charges of unfair labor practices and contract violations.
36	Prepare appropriate notice to employee organizations regarding impact of local program changes on wages, hours and other terms and conditions of employment.
37	Prepare written responses to requests for information from employee's attorneys, representatives, the courts and/or administrative agencies.
38	Represent 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.
39	Research and develop reports on recommended policies and procedures for implementing management's position related to proposed legislation, case law, and/or administrative rule changes.

40	Review grievance packages prepared by subordinate staff performing labor relations work.
41	Facilitate dispute resolution in employer-employee relations matters.
42	Foster cooperative work relationships with union advocates.
43	Encourage open communication and input from staff through a variety of methods (i.e. staff meetings, open-door policy, walking around, suggestion boxes, etc.).
44	Share information, developments, or work-related issues with staff, peers and higher level management.
45	Explain the background on assignments, the reasons for decisions, conclusions, findings or recommendations in order to gain buy-in.
46	Ensure written communications are clear, concise, consistent, relevant and error-free and provides editorial feedback to staff.
47	Develop and reviews documents, presentation materials, visuals aids and graphics that are organized, easy-to-follow, and tailored to the audience.
48	Provide appropriate guidance, direction, support, involvement and feedback to the team.
49	Develop and apply the appropriate communication style to a wide range of situations.
50	Perceive non-verbal communication cues and sub-messages, and respond appropriately.
51	Foster an environment that promote rapid identification of potential conflicts, hold regular open discussions, encourage questions, and work toward conflict resolution.
52	Recognize and resolve conflicts and monitor behaviors after conflict resolution.
53	Engage in training and developmental activities (education, seminars, meetings of professional associations and rotational assignments, etc.) for self-improvement.
54	Form a learning network with others inside and outside the organization.
55	Foster and value an environment in which people who are culturally diverse can work together cooperatively and effectively in achieving organizational goals.
56	Model high standards of honesty, integrity, values, and ethics in line with personal principles and organizational vision and mission.
57	Foster an environment that requires staff to take responsibility, and holds oneself and staff accountable for individual actions.

58	Admit mistakes and take responsibility for team's output and mistakes, develop solutions, and provide feedback where necessary to achieve a positive outcome.
59	Display trustworthiness, respect confidential information, and honor commitments.
60	Break down specific tasks and problems, systematically gather and analyze relevant information to prioritize action items.
61	Perceive the impact and implication of decisions.
62	Use facts, past experiences, input from others, (involves relevant people), and sound reasoning, to distinguish between relevant and irrelevant information and reach conclusions.
63	Analyze problems, evaluate alternatives and risks, and create mitigation strategies.
64	Recommend solutions to critical or sensitive problems.
65	Express ideas and decisions in an open and confident manner.
66	Take corrective action when problems arise, and tries different approaches when initial efforts to solve problems do not work.
67	Understand the formal department structure, processes, and inherent limitations and capabilities, and how they relate to achieving results.
68	Plan own workload and those of others, prioritize key tasks and ensure the appropriate allocation of time and effort to achieve the required results.
69	Identify risks and issues and communicate to stakeholders.
70	Use computer systems and/or applications to access, create, edit, print, send, retrieve or manipulate data files or other information.
71	Develop and maintain desk procedures to provide guidance and compliance with departmental rules and regulations in carrying out work assignments.