

State of California

M E M O R A N D U M

TO: PERSONNEL MANAGEMENT LIAISONS **DATE:** May 1, 2002
REFERENCE CODE: 2002-027

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Employee Relations Officers
Personnel Officers
Training Officers

FROM: Department of Personnel Administration
Labor Relations Division

SUBJECT: Labor Relations Academy - Fall 2002

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The Fall 2002 DPA Labor Relations Academy will be conducted in Sacramento beginning Wednesday, September 11, 2002.

The Labor Relations Academy is an intensive, participatory training course that is designed to teach new labor relations staff the techniques necessary to represent management in collective bargaining negotiations. The course will focus on impact-based negotiations as conducted by line departments. This training includes classroom lectures, panel discussions, and practical exercises conducted by DPA Labor Relations Officers, departmental employee relations officers, and professional labor negotiators representing the union. Course content includes the scope of representation under the Ralph C. Dills Act, insights on dealing with union representatives at the negotiating table, writing and interpreting contract language, and concludes with the students, themselves, conducting actual impact-based negotiations.

Academy instruction is scheduled for September 11, September 18, October 16, and November 6 (all Wednesdays). The primary exercise of the Academy will be held November 12 - 14, 2002 and will continue into the late evening hours. Participation in all classroom sessions and in the team exercise is mandatory.



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The course is strongly recommended both for new and less experienced professional staff in employee relations positions and for other staff who may serve on departmental bargaining teams.

Applicants will be screened by Academy staff with preference being given to applicants who are actively engaged in collective bargaining activities. Once accepted to attend the Academy, students will be required to complete a personal information sheet that briefly describes their background and experience in the Labor Relations/Human Resources fields. Academy staff may also contact the employee's supervisor to obtain additional information about the student's knowledge, skills, and abilities. These screening techniques permit the Academy to be tailored to meet individual needs of the students.

In recognition of the current budget constraints, this Academy will be offered tuition-free. Employing departments, however, will be responsible for any travel expenses incurred by Academy participants.

Registration forms may be found on the DPA website at www.dpa.ca.gov. (The form is found under "Labor Relations" and "DPA-LR Academy".)

Any questions regarding the Academy may be directed to either Frank Marr at (916) 324-0476 or CALNET 454-0476 or Dave Brubaker at (916) 227-2410 or CALNET 498-2410.



Gloria Moore Andrews
Chief of Labor Relations