

Labor Relations Series

California State Personnel Board Specification

Series established March 14, 1979

Scope

This series specification describes four classes performing specialized work in the field of public sector labor relations. Positions in this series are excluded under the Ralph C. Dills Act (formerly known as the State Employer-Employee Relations Act).

Schem Code	Class Code	Class
WR89	9529	Labor Relations Analyst
WR87	9535	Labor Relations Specialist
WR85	9537	Labor Relations Manager I
WR83	9539	Labor Relations Manager II

Labor Relations Series Specification - Class Titles and Codes

Definition of Series

Classes in this series are involved in representing 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. Work performed by incumbents in this series is typically confidential.

Labor Relations Series work is clearly distinguishable from general personnel management work. Positions performing general personnel management duties a majority of the time or labor relations work on a less than full-time basis during periods of collective bargaining are appropriately allocated to general personnel management classifications.

Positions at the Labor Relations Analyst and Specialist levels have responsibility for activities such as making recommendations to State management and advising management on making a determination regarding interpretation and application of provisions of labor agreements; ensuring State compliance with laws, policies, and labor agreements; investigating, recommending, and/or making decisions regarding disposition of grievances arising out of labor agreement administration, or grievances filed outside of the labor agreements; developing training programs for supervisory/management staff regarding State labor relations policies and proper practices in grievance handling or other areas of labor-management relations; researching and reporting on labor relations matters; participating in the development of State positions on matters within the scope of bargaining; providing assistance to task force studies on labor relations matters; and analyzing legislation, case law, and administrative regulations in the field of labor relations.

The Labor Relations Analyst class is a deep class with two alternate ranges. Range A is the entry through first working level for this labor relations class series. Focus is on learning and continued development through on-the-job experience. Assignments progress in difficulty and require the application of broad labor-management principles, practices, and trends. Incumbents support and facilitate the work of more experienced labor relations staff.

Positions allocated to the Analyst, Range B, class perform analytical support work at a level comparable to other Associate level analytical classes with an increase in the scope and complexity of work. There is less

direct review than at Range A and the incumbent is expected to demonstrate and perform with broader knowledge, skills, and responsibilities.

Positions allocated to the Specialist class are distinguished from Analyst positions by increased complexity, independence, authority, and responsibilities.

Positions at the Manager I and Manager II levels have supervisory and managerial responsibility for very complex labor relations programs, usually within large/very large departments. In this context, incumbents perform duties such as developing major statewide and department-wide strategies for dealing with employee concerns and alternative management bargaining positions; identifying policies to guide statewide labor relations activities; preparing and recommending statewide policy statements or revisions; and providing staff expertise for specific projects and statewide task force studies on labor relations matters.

Definition of Levels

Labor Relations Analyst, Range A

The Labor Relations Analyst, Range A, is the entry through first working level of professional labor relations work. At Range A, assignments are directly supervised and primarily structured, standard, and recurring. Duties and responsibilities require research, analysis, and the use of independent judgment and discretion to interpret and apply statutes, regulations, and policies and procedures in the field of labor relations. The scope and effect of work generally involve less complex and less controversial labor relations issues.

Labor Relations Analyst, Range B

This is the full journey level for the performance of analytical staff work in the field of labor relations. Under general direction, incumbents perform complex, responsible technical labor relations staff work. Work includes diverse analytical duties involving different and unrelated processes and methods. Incumbents demonstrate a systematic, disciplined, and analytical approach to problem solving. Incumbents at this range have gained an awareness of the context of their specific labor relations role, and how it impacts the department during all phases of the collective bargaining process.

Incumbents may serve as departmental Labor Relations Officers in very small departments.

Labor Relations Specialist

This is a dual function class. The first function is to serve as a supervisor over a small group of technical staff performing labor relations work. The second is to serve as a non-supervising specialist.

Labor Relations Manager I

This is the full supervisory level over technical staff performing labor relations work. Positions at the Manager I level have supervisory/managerial responsibility for very complex labor relations programs, working under conditions of very high independence. Incumbents normally supervise a small technical staff within a highly complex labor relations office. Positions may be allocated in departments with labor relations programs that are equivalent in complexity and responsibility of a large department.

Labor Relations Manager II

This is the second supervisory and program management level. Incumbents provide consultation to State management and are responsible for labor relations operations in very large departments. Incumbents serve as the highest level management staff in the department actively involved in the labor relations program and work under highly independent conditions. Typically, incumbents will supervise a full labor relations staff either directly or through subordinate supervisors.

Minimum Qualifications

Labor Relations Analyst

EITHER I

Education: Equivalent to graduation from a recognized four-year accredited college or university with a Bachelor's Degree in Business Administration, Human Resources/Organizational Management, Industrial/Labor Relations, Labor Studies, Law, Political Science, Public Administration, Industrial and Organizational Psychology, or other closely related field. (Registration as a senior in a recognized college/university will admit applicants to the examination, but they must provide evidence of graduation or its equivalent before they can be considered eligible for appointment.) Or One year of experience in the California state service performing the duties of a Staff Services Analyst, Range B. (Persons applying experience toward this Pattern must have had the equivalent of a full-time assignment in the California state service performing specialized employer-employee relations duties for State departments and agencies.) (Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

OR II

One year of experience acquired in one or a combination of the following types of employer-employee relations work:

1. Labor relations research in unit determination, election certification procedures, preparation for negotiations, fact-finding, or grievance arbitration; or
2. Resolution of grievances arising under labor agreements; or
3. Negotiations or preparation of labor agreements; or
4. Consultation, meet and confer, and resolution of conflict in public sector employer-employee relations; or
5. Conciliation, mediation, or arbitration of labor disputes; or
6. Administration and/or the investigation and settlement of violation complaints in regard to State or Federal labor management relations laws.

And

Education: Equivalent to graduation from a recognized four-year accredited college or university. (Qualifying experience may be substituted for the required education on a year-for-year basis.)

Labor Relations Specialist

EITHER I

One year of experience in the California state service performing the duties equivalent to those of a Labor Relations Analyst, Range B. (Applicants who have completed six months of service performing the duties of a Labor Relations Analyst, Range B, will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

OR II

Three years of responsible analytical experience in one or a combination of the following types of employer-employee relations work:

1. Resolution of grievances arising under labor agreements; or
2. Negotiation or preparation of labor agreements; or
3. Conciliation, mediation, or arbitration of labor disputes; or
4. Consultation, meet and confer, and resolution of conflict in public sector employer-employee relations; or
5. Administration or investigation and settlement of violation complaints in regard to State or Federal labor management relations laws.

And

Education: Equivalent to graduation from a recognized four-year accredited college or university. (Qualifying experience may be substituted for the required education on a year-for-year basis.)

(Either 18 quarter units or 12 semester units from an accredited college level labor relations curriculum, or 45 quarter units or 30 semester units of graduate work in public administration, industrial relations, psychology, law, political science, or a closely related field may be substituted for one year of the required experience.)

Labor Relations Manager I

EITHER I

One year of experience in the California state service performing the duties equivalent to those of a Labor Relations Specialist.

OR II

Four years of responsible analytical experience in one or a combination of the following types of employer-employee relations work:

1. Resolution of grievances arising under labor agreements; or
2. Negotiation or preparation of labor agreements; or
3. Conciliation, mediation, or arbitration of labor disputes; or
4. Consultation, meet and confer, and resolution of conflict in public sector employer-employee relations; or
5. Administration or investigation and settlement of violation complaints in regard to State or Federal labor management relations laws.

And

Education: Equivalent to graduation from a recognized four-year accredited college or university. (Qualifying experience may be substituted for the required education on a year-for-year basis.)

(Either 18 quarter units or 12 semester units from an accredited college level labor relations curriculum, or 45 quarter units or 30 semester units of graduate work in public administration, industrial relations, psychology, law, political science, or a closely related field may be substituted for one year of the required experience.)

Labor Relations Manager II

EITHER I

One year of experience in the California state service performing the duties equivalent to those of a Labor Relations Manager I.

OR II

Five years of responsible analytical experience in one or a combination of the following types of employer-employee relations work:

1. Resolution of grievances arising under labor agreements; or
2. Negotiation or preparation of labor agreements; or
3. Conciliation, mediation, or arbitration of labor disputes; or
4. Consultation, meet and confer, and resolution of conflict in public sector employer-employee relations; or
5. Administration or investigation and settlement of violation complaints in regard to State or Federal labor management relations laws.

And

Education: Equivalent to graduation from a recognized four-year accredited college or university. (Qualifying experience may be substituted for the required education on a year-for-year basis.)

(Either 18 quarter units or 12 semester units from an accredited college level labor relations curriculum, or 45 quarter units or 30 semester units of graduate work in public administration, industrial relations, psychology, law, political science, or a closely related field may be substituted for one year of required experience.)

Knowledge and Abilities

Labor Relations Analyst

Knowledge of: General principles, practices, and trends of labor-management relations, public administration, human resources, or business administration; research and data collection techniques; communication techniques for gathering, evaluating, and transmitting information; and English language such as proper punctuation, grammar, the meaning and spelling of words, pronunciation of words, and rules of composition in order to effectively communicate in writing and verbally to others.

Ability to: Read, analyze, and logically interpret and apply appropriate laws, rules, regulations, memoranda of understanding, policies, procedures, and instructions; plan, organize, and conduct research, and investigatory and statistical work; reason logically, analyze situations, and develop and evaluate alternatives and take effective action; accurately secure, evaluate, analyze, and record facts; prepare clear and succinct reports, graphs, correspondence, and statistical reports; comprehend written material; communicate effectively verbally and/or in writing; consult and advise interested parties; use good judgment and make sound decisions in critical situations; establish and maintain cooperative relations and gain confidence with those contacted in the work environment; and handle stressful and/or sensitive situations with tact and labor-management diplomacy.

Labor Relations Specialist

Knowledge of: All of the above, and the collective bargaining process in the private or public sectors; principles of management rights, representation rights, and unfair practices; State and Federal labor law applicable to the public sector; the principles and scope of collective bargaining; standard negotiating strategies, tactics, and impasse procedures; grievance handling procedures; data sources pertaining to public sector employer-employee relations; and the personnel management system of the State.

Ability to: Work effectively with all levels of management; interpret and apply labor law and labor agreement provisions; develop training programs in employer-employee relations for management; obtain, analyze, evaluate, and apply data such as labor statistics and cost figures; research and write reports; communicate effectively; use good judgment and make sound decisions in critical situations; and handle stressful or sensitive situations with tact and labor-management diplomacy.

Labor Relations Manager I

Labor Relations Manager II

Knowledge of: All of the above, and patterns in public negotiations and arbitration decisions; administrative procedures and practices for processing grievances up to and including arbitration; the principles of supervision and training; and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment.

Ability to: All of the above, and supervise, train, and evaluate staff, maintain consistency and obtain program objectives; coordinate employer-employee relations activities between departments, employee organizations, and the management team; address large groups clearly and concisely; and work cooperatively and maintain control when meeting with organizations, sometimes under severe emotional pressure and after long hours of negotiations; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Class History

Class	Date Established	Date Revised	Title Changed
Labor Relations Analyst	03/14/1979	07/01/2009	--
Labor Relations Specialist	03/14/1979	07/01/2009	09/05/1989
Labor Relations Manager I	03/14/1979	07/01/2009	09/05/1989
Labor Relations Manager II	03/14/1979	07/01/2009	09/05/1989
Labor Relations Series History - Dates Established, Revised, and Title Changed			

Updated 6/3/2012