CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT

CLASSIFICATION TITLE Labor Relations Analyst	DISTRICT/DIVISION/OFFICE Division of Safety and Management Services	
WORKING TITLE Labor Relations Officer	POSITION NUMBER 702-015-9529-XXX	EFFECTIVE October 2014

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the supervision of the Chief, Office of Labor Relations Services, the Labor Relations Analyst (LRA) performs the Labor Relations services expected at the journey level in the areas of advising Management in questions of daily operations and the address of grievances, formulating appropriate positions and responses for review and approval by the Chief and/or Management, attending as a team member in meet and discuss, meet and confer, and "Side Table" sessions and representing the Department's interests with one or more bargaining unit tables and control agencies (DPA, DOF, SPB), as required.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M)[1]	Job Description
40% (E)	Meets with and provides Labor Relations services and guidance to Caltrans Management, consults with and guides managers and supervisors in all aspects of their relations with the unions that represent their employees, including contact interpretations and counsel on the applicability of contract language. Provides representational services to Departmental managers and supervisors in formal and informal meetings with employee representatives. Supports impact negotiations regarding Departmental obligations under the Entire Agreement clauses and other bargaining responsibilities in the various contracts by acting as a negotiating team member. Responds to union allegations, concerns and demands through regular contact with union operatives. Conducts research into Labor Relations issues raised by Management and/or employee organizations to determine a recommended mode of response. Establishes him/herself as the Labor Relations source from which Management

bargaining team of Caltrans managers and supervisors to ensure operable and enforceable agreements.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:
Poor decisions underlying agreements made with the various unions may have significant adverse impacts, in effect precluding the continuance or implementation of new of efficient processes or discontinuance of disadvantageous processes, on the business operations of the involved District(s)/Division(s) and Department. Additionally, some disadvantageous agreements may not be revocable and remain in effect to provide long-term that adverse impact on the business operations on the involved District(s)/Division(s) and Department.

PUBLIC AND INTERNAL CONTACTS:
The LRA will have regular contacts with labor organizations as issues are addressed and agreements negotiated. In addition, the LRA must work with program managers, district managers and supervisors to address their Labor Relations problems and coordinate solutions with appropriate managers in Human Resources, Accounting and all other organizations within Caltrans and DPA with real interest in the problem, its solution, and execution of the solution.

PHYSICAL, MENTAL AND EMOTIONAL EQUIREMENTS:
The LRA must be able to work on a keyboard utilizing manual dexterity, sit for long periods, develop and maintain cooperative relationships, focus for long periods of time, be able to grasp quickly the essence of new information provided, master new technical and business concepts, have the ability to adapt to changes in priorities and complete projects with short notice, organize and prioritize to enable the successful pursuit of several projects at one time, formulate and recommend effective strategies consistent with the principles of Labor Relations, be able to interact with many people in a cooperative manner. LRA assignments may be subject to change. LRA may be asked to back up another LRO in the office on an as needed basis.

WORK ENVIRONMENT:
The incumbent will work in a temperature-controlled environment under artificial lighting, typically within a confined space such as a cubicle or workstation. The LRA is headquartered in Sacramento, however, s/he will be required to travel to various work locations in California on a regular basis, including both one-day trips and some overnight trips.

I certify that I can perform the duties listed above with/without reasonable accommodation.

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EMPLOYEE DATE

may expect sound, accurate and timely advice on Labor Relations issues.

45% (E) Assists with and actively develops, in conjunction with local Management, first level grievance responses and the attendant strategies for achieving their resolution. Investigates, develops, and prepares Departmental level grievance responses, including preparation of settlement agreements and presentation of the Department's case(s) at Bargaining Units 12 and 13 Boards of Adjustment, as necessary.

10% (E) Prepares, in conjunction with DPA attorneys, documentation in support of and acts as Departmental representative to arbitrations of grievances advanced by the various unions. Prepares, in conjunction with DPA attorneys, documentation in support of and acts as Departmental representative to Unfair Practice Charges (UPCs) filed by employee organizations that go before the PERB.

5% (E) Conducts Labor Relations training for Departmental managers and supervisors to include: basic Labor Relations skills for new supervisors, Fair Labor Standards Act, Dealing with Union Representatives, and contract (MOU) updates and other presentations as necessary.

SUPERVISION EXERCISED OVER OTHERS:
None.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:
The LRA is expected to develop a basic working knowledge of the Dills Act, SPB Laws and Rules, DPA Laws and Rules that affect terms and conditions of State employment, PERB regulations, Fair Labor Standards Act, and labor relations' theory including administering MOUs. Specifically, the LRA must know the provisions of the MOUs for Bargaining Units 1, 2, 4, 7, 9, 11, 12, 13, 14, 15, and 21 in order to advise Management and respond to grievances.

The LRA must be able to work effectively with local office, field and district/division supervisors and managers, as well as with union representatives, to include developing and maintaining trusting and working business relationships that enable the resolution of issues that arise, through both informal and formal labor relations process.

The LRA must develop sound recommendations and alternatives regarding Labor Relations issues; must be able to provide decisions often sensitive in nature, provide completed and thorough staff work, and communicate effectively orally and in writing. The LRA must decide which action to take to minimize the District(s)/Division(s) exposure to future liability while solving problems and preserving management's ability to act decisively and independently. The LRA must foster trust in both management and union representatives so that effective negotiations to resolve problems are likely and expected. The LRA represents his/her assigned District(s)/Division(s) in delegated impact negotiations and for grievance and ULP settlement bargaining with union representatives under stressful conditions. The LRA must remain calm and collected and support the

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

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SUPERVISOR DATE