

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Labor Relations Specialist	Division of Safety & Management Services/ Labor Relations	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Labor Relations Officer	702-015-9535-xxx	08/01/2014

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

**GENERAL STATEMENT:**

Under the supervision of the Chief, Office of Labor Relations Services, the Labor Relations Specialist (LRS) performs the Labor Relations services expected at the Specialist level, including: 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 on the most complex and difficult issues; conducting meet & discuss, meet & confer, and "Side Table" sessions by acting as Chief Negotiator in meet and confer and "Side Table" sessions as delegated by CalHR, and in so doing, addressing union allegations and concerns in an appropriate and strategic manner, independently and spontaneously when necessary; and representing the Department's interests with one or more bargaining unit tables and control agencies (CalHR, DOF, SPB), as required.

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
45% E	Percentage Job Description Essential (E)/Marginal (M) <sup>1</sup> 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 contract 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. Conducts impact negotiations regarding Departmental obligations under the Entire Agreement clauses in the various contracts by acting as Chief Negotiator. Represents Departmental imperatives as member of negotiation teams at statewide bargaining sessions. Responds to union allegations, concerns and demands by regular contact with union operatives, including higher union officials, on a spontaneous basis when needed, to include committing the Department to long-term courses of action. Conducts research into Labor Relations issues raised by Management and/or employee organizations to determine a recommended mode of response. Serves as a source of sound, accurate and timely advice on labor issues to Management.
35% E	Actively assists local Management with first level grievance responses and the attendant strategies for achieving their resolution. Investigates, develops, and prepares Departmental second 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. Follows up with CalHR to assure that third level grievances are completed and transmitted to the Department.
15% E	Prepares, in conjunction with DPA attorneys and Labor Relations staff, documentation in support of grievances advanced to arbitration by the various unions. Serves as Departmental representative to arbitrations. Prepares, in conjunction with DPA attorneys, documentation in support of Unfair Practice Charges (UPCs) filed by employee organizations that go before Public Employee Relations Board (PERB). Serves as Departmental representative at PERB hearings. May represent the Department at Statutory Appeals Hearings before CalHR and SPB.
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 classes as necessary.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. May serve in a lead or acting capacity in the Chief, Office of Labor Relations Services position in the absence of the Office Chief.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The LRS is expected to have a complete 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 LRS must know the provisions of the MOUs for Bargaining Units 1, 2, 4, 7, 9, 10, 11, 12, 13, 14, 15, and 21 in order to advise Management and respond to grievances.

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

The LRS 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 LRS must decide which action to take independently and spontaneously when needed 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 LRS must foster trust in both management and union representatives so that effective negotiations to resolve problems are likely and expected. The LRS represents his/her assigned District(s)/Division(s) in delegated impact and "side letter" negotiations as Chief Negotiator and for grievance, arbitration and UPC settlement bargaining with union representatives under stressful conditions. The LRS must remain calm and collected and control the bargaining team of Caltrans managers and supervisors to ensure operable and enforceable agreements.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

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

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### PUBLIC AND INTERNAL CONTACTS

The LRS will have regular contacts with representatives of labor organizations, including those at the highest levels in those organizations, as issues are addressed and agreements negotiated. In addition, the LRS must work effectively with program managers, and district managers and supervisors to address their Labor Relations problems and coordinate solutions with appropriate managers and analytical/technical employees 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.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The LRS 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. LRS assignments may be subject to change. LRS may be asked to back up another LRS in the office on an as needed basis.

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### 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 LRS 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 overnight trips.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE