

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Labor Relations Specialist	DISTRICT/DIVISION/OFFICE Division of Safety and Management Services	
WORKING TITLE Labor Relations Officer	POSITION NUMBER 702-015-9535-XXX	EFFECTIVE -----

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 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 DPA, 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 (DPA, DOF, SPB), as required.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

45% (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 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
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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. Establishes him/herself as the Labor Relations source from which Management may expect sound, accurate and timely advice on labor issues.

- 35% (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.
- 15% (E) Prepares, in conjunction with DPA attorneys and Labor Relations staff, 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. May represent the Department at Statutory Appeals Hearings before the DPA 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.

SUPERVISION EXERCISED OVER OTHERS:

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

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, 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.

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 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.

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.

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.

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.

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

