



Classification: Labor Relations Specialist	Position No. 208-9535-001
CBID: E98	Office: Personnel Services
Date Prepared: October 2017	Division: Administrative and Financial Management Services Division
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

POSITION DESCRIPTION:

As the Labor Relations Officer, under general direction of the Staff Services Manager III, Human Resources Branch, the incumbent functions as a non-supervisory specialist in administering an effective Labor Relations Program for the California Energy Commission (Commission).

WORKING CONDITIONS:

The work is performed in an indoor office and/or conference room setting involving sitting, walking, and/or standing. Occasional travel and additional hours beyond an eight-hour workday may be required.

DUTIES AND RESPONSIBILITIES:

While performing the duties described below, the incumbent is required to communicate effectively, evaluate and prioritize workload, use a personal computer with appropriate Commission software, and work, and/or act as a lead, in team meetings with other staff and other agencies.

40% Provides oversight and administration of the Commission’s employee labor relations function and program. Ensures the development of effective labor/management strategies are consistent and promote the overall goal of fostering a positive and collaborative labor/management relationship. When necessary, leads discussion with the unions as the employer representative; identifies and resolves a broad range of day-to-day operational issues concerning sensitive and complex labor relations matters. Oversees the development and administration of policies, guidelines and procedures for various statutory and contract-related programs, including the Fair Labor Standards Act (FLSA) (i.e., the legal requirements for administering overtime, standby and other FLSA wage and hour issues as they relate to salary versus hourly employees). Independently develops and presents to Union representatives sensitive Commission policies and changes to employee conditions of employment. (E)

30 % Under the direction of the Staff Services Manager III, assist in managing the dispute, progressive discipline, adverse action process and procedures, and provides facilitation and mediation on highly sensitive matters; provides early intervention services to management when potential employee/employer issues arise, including those where performance issues are involved; responsibility for drafting and preparation of all Adverse



Actions, Rejections of Probation, responses to Merit Issue complaints for Commission management staff; consults with and advises managers/supervisors on disciplinary issues and makes recommendations on appropriate action or process to be taken when early intervention has been unsuccessful; and act as the Commission’s representative at Adverse Action, Unemployment Insurance Appeals Board hearings, Merit Complaint Hearings and Unfair Labor Practice Hearings. (E)

25% Serves as the Commission’s representative during all phases of the collective bargaining process. Provides oversight for the day-to-day administration of the various collective bargaining agreements covering Commission represented staff, including the investigation and handling of contract grievances, complaints and Workplace Violence and Bullying Prevention Program. Makes recommendations to resolve grievances and unfair labor practice issues; provides advice, counsels, and makes recommendations to Commission management staff on a variety of technical and complex labor relation matters; responds to union allegations for Commission management staff; represents Commission in negotiations between State and Union; serves as the Commission’s chief negotiator in delegated meet and confers with the union as required. (E)

5% Conduct formal and informal Labor Relations training for Commission managers and supervisors; may serve in a lead or acting capacity in the absence of the Personnel Officer. (M)

SIGNATURES			
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position			
_____		_____	
Vacant	Date	Lenna Ledesma	Date
Labor Relations Specialist		Staff Services Manager III	