



# EMPLOYMENT OPPORTUNITY

1. RPA # <b>10549-OHR</b>
ANALYST'S INITIALS <b>DR</b>
DATE <b>10/07/15</b>

**YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.**

CLASS TITLE <b>Labor Relations Manager I</b>	POSITION NUMBER <b>306-272-9537-002</b>	TENURE <b>Permanent</b>	TIME BASE <b>Full Time</b>	CBID <b>M01</b>
OFFICE OF <b>Human Resources</b>	LOCATION OF POSITION (CITY or COUNTY) <b>West Sacramento</b>			MONTHLY SALARY  <b>\$6,453 to \$7,331</b>
SEND APPLICATION TO: <b>Office of Human Resources 707 3<sup>rd</sup> Street, Suite 7-130 West Sacramento, CA 95605 Attn: Chue Yang</b>	REPORTING LOCATION OF POSITION <b>707 Third Street 7<sup>th</sup> Floor, West Sacramento 95605</b>			
	SHIFT AND WORKING HOURS <b>Days – 8:00 am to 5:00 pm</b>			
	WORKING DAYS, SCHEDULED DAYS OFF <b>Monday through Friday, DAYS OFF: Sat/Sun</b>			
	PUBLIC PHONE NUMBER <b>(916) 376-5495</b>	PUBLIC PHONE NUMBER		
SUPERVISED BY AND CLASS TITLE <b>Chief, Office of Human Resources</b>				FILE BY <b>10/22/15</b>

The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the conflict of Interest Code requirements may void the appointment.

## ESSENTIAL FUNCTIONS OVERVIEW

Under the direction of the Chief, Office of Human Resources, the position functions as the DGS Chief Labor Negotiator and has complete and independent responsibility for a highly complex labor relations program and the supervision of two Labor Relations Analysts/Specialists.

**For a complete Duty Statement, please click below:**

[LRM I Duty Statement](#)



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**SPECIAL PERSONAL CHARACTERISTICS**

- Recognize and protect confidential information.
- Ability to act independently and be open-minded and flexible to other ideas and solutions.
- Focus attention to detail and follow-through.

**INTERPERSONAL SKILLS**

- Function with a positive attitude, open-mindedness, flexibility and tact.
- Handle stressful or sensitive situations with diplomacy in order to achieve a desired outcome.
- Communicate effectively with individuals having varied perspectives, backgrounds and experiences.
- Gain (as well as give) confidence and trust of others.

**WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES**

- Work in a high-pressure fast-paced work environment with multiple demands, time critical deadlines, and sensitive (often stressful) and frequently confrontational labor relation's issues.
- Work strenuous and long hours and on weekends during various labor relations negotiations or other high profile issues.
- Dress appropriately for the office environment.
- Select and use necessary information, data or communications-related technologies (e.g., personnel computer applications, telecommunications equipment, Internet, voice mail, etc.).
- Multi-task with changing priorities.
- Solve problems by selecting and applying appropriate methods such as quantitative and qualitative reasoning.

**SELECTION CRITERIA**

- SROA/Surplus employees are encouraged to apply and will be considered prior to other recruitment methods.
- Transfers, reinstatements, or recruitment from the employment list may be considered.

**NOTE:** All applicants must meet the minimum qualifications for the classification in order to be eligible for appointment or transfer to the position. Your application must clearly demonstrate how your experience meets those qualifications. To view the minimum qualifications listed in the Class Specification, click below:

[LRM I Minimum Qualifications](#)

Applications will be reviewed and only the most qualified will be interviewed.

**HOW TO APPLY**

If interested, please submit a completed standard State application (Std. 678) and any other relevant documents (cover letter, resume, copy of diploma etc.) to the address listed.

**Please include RPA # 10549 and indicate your eligibility on your application.**

**Emailed applications will not be accepted. Do not include page 5 of the application.**