

DUTY STATEMENT

GS 907T (REV. 1/98)

SHADED AREA FOR HUMAN RESOURCES ONLY

INSTRUCTIONS: Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-

10549-OHR

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of Human Resources	POSITION NUMBER (Agency - Unit - Class - Serial) 306-272-9537-002
UNIT NAME AND CITY LOCATED Labor Relations – West Sacramento	CLASS TITLE Labor Relations Manager I
WORKING HOURS/SCHEDULE TO BE WORKED Monday through Friday 8:00 a.m. – 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 707 3 rd Street, West Sacramento, CA
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

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

% of Time	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
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45%	<p>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.</p> <p>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.</p> <p>ESSENTIAL FUNCTIONS Serves as the Chief Negotiator for DGS; represents management in negotiations with labor organizations; spontaneously responds to union allegations and charges such as unfair labor practices; independently consults with Senior management and Executive Staff to identify issues subject to collective bargaining, and to identify departmental needs that are appropriate for contract negotiations; make recommendations to Senior management and Executive Staff on departmental collective bargaining priorities; and represent the Department in contract negotiations and in delegated/non-delegated meet-and-confer sessions.</p>
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I CERTIFY THAT I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB, WITH OR WITHOUT REASONABLE ACCOMMODATION.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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25%	Assure proper MOU administration within the Department by meeting with union representatives to resolve employee grievances and other labor relations matters; investigating and answering contract grievances timely and thoroughly, settling grievances where appropriate; investigating and responding to third-level grievances and representing DGS at the fourth and fifth levels; developing and advocating DGS interests and strategies to CalHR; conducting formal negotiations on Organizational-wide issues with full authority to commit DGS and the State to a course of action.
25%	Administers and interprets labor contracts; develops and presents contract implementation training to managers and supervisors. Provides oversight and supervisory direction for the day-to-day administration of the various collective bargaining contracts covering DGS' represented staff, including planning, coaching, directing, and evaluating subordinate Labor Relations Analysts to ensure the MOU's are properly administered throughout the Organization. Develops and administers employee relations policies for the Organization.
5%	<p>MARGINAL FUNCTIONS</p> <p>Identifies and resolves a broad range of day-to-day operational issues concerning sensitive and complex labor relations matters; supervises the development and administration of policies, guidelines and procedures for various statutory and contract-related programs, i.e. Fair Labor Standards Act (including the legal requirements for administering overtime, standby and other wage and hour issues as they relate to salaried versus hourly employees), the Family Medical Leave Act, Violence in the Workplace, Investigative Protocols/Procedures, and the Catastrophic Leave and Employee Assistance Programs. Performs other duties as assigned / required.</p>
	<p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • 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.
	<p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> • 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.
	<p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • 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.