

**STATE BOARD OF EQUALIZATION
DUTY STATEMENT**

Civil Service Classification Labor Relations Specialist		Working Title Same	
Unit/District/Location Human Resources Division – Labor Relations Section		Position Number 290-331-9535-001	
SEERA Designation E	Bargaining Unit 98	Work Week Group E	Certificates Required No
Fingerprints Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Supervision Exercised Yes	

JOB REQUIREMENTS**Knowledge of:**

- Collective bargaining process in the private or public sectors
- Principles of management rights, representation rights and unfair practices
- Civil service, state and federal laws, rules and regulations
- Principles and scope of collective bargaining; standard negotiating strategies, tactics, and impasse procedures
- Grievance handling procedures
- Data sources pertaining to public sector employer-employee relations
- Human resources management system of the State
- The Board's Equal Employment Opportunity objectives and a manager's role in the processes available to meet these objectives

Ability to:

- Work effectively with all levels of management
- Recognize and understand the political environment and consequences of actions
- Understand the roles and responsibilities of constitutionally elected Board Members
- Interpret and apply labor law and labor agreement provisions
- Develop training programs in employer-employee relations for management
- Research and write reports
- Gain and maintain the confidence and support of top level administrators and advise them on labor relations matters
- Communicate effectively with others as demonstrated with strong written and verbal communications
- Use good judgment and interact professionally with all levels of management, staff and the public
- Make sound decisions in critical situations
- Effectively represent the Board with staff, the public, and policy makers
- Act independently with open-mindedness, flexibility, tact and patience

DESIRABLE QUALIFICATIONS

- Manage multiple and/or changing priorities in a heavy work load situation, follow through, ensure deadlines are met
- A demonstrated interest in assuming increasing responsibility
- Strong leadership skills

Statement of Position

Under the direction of the Chief, Human Resources Division, the position is responsible to handle complex labor issues within the Board of Equalization (BOE) and with external agencies, exercising a high degree of independence of judgement and authority. The incumbent supervises one Labor Relations Analyst.

Percentage of Time Spent

Duties

Essential Job Functions:

50% Provide direct supervision to the Labor Relations Analyst; and provide advice and counsel to departmental managers and supervisors on a variety of complex labor relations matters such as grievances, State and BOE policies, contract interpretations/implementations, employer/union employee relations which are generally associated with adverse actions and health and safety circumstances.

25% Review and investigate grievances, arbitrations, complaints, and unfair labor practices, and make recommendations to management. Represent BOE at hearings relating to labor disagreements. Recommend solutions/remedies to employment issues, including situations involving adverse actions and health and safety circumstances. Represent BOE at contract negotiations with full authority to commit the department at the bargaining table. Prepare management positions to be presented at contract negotiations. Represent BOE at meetings and confers with unions.

15% Develop and implement an effective labor relations program. Develop or revise policies and procedures as necessary. Develop and provide labor relations training to all managerial, supervisory, and confidential employees. Plan and organize the priorities/work of the Labor Relations Section. Monitor work for accomplishments relative to the annual workplan and BOE's Strategic Plan.

5% Conduct studies and special assignments leading to the development of departmental and statewide policies.

Marginal Job Functions:

5% Other duties, including serving on selection panels, BOE work groups, and other special assignments.

I have read this duty statement and fully understand my assigned duties.

EMPLOYEE SIGNATURE

DATE

I have reviewed these duties with the above named employee.

SUPERVISOR

DATE