

LABOR AND EMPLOYEE RELATIONS OFFICER

DEFINITION

Under direction, integrates and applies legal knowledge and reasoning to a broad range of formal and informal labor and employee relations work for the judicial branch; performs related work as assigned.

CLASS CHARACTERISTICS

This is a journey-level professional classification. Incumbents are fully competent to independently perform the full range of legal tasks associated with labor and employee relations work, including independent investigations of formal and informal human resources employee relations discrimination complaints. This classification is distinguished from Senior Labor and Employee Relations Officer in that the latter provides lead direction and work review to assigned staff and/or coordinates, integrates and applies legal knowledge and reasoning to the most complex and sensitive formal and informal labor and employee relations work for the judicial branch.

EXAMPLES OF DUTIES (*illustrative only*)

- Analyzes a broad range of labor and employee relations issues.
- Serves as an investigator of formal and informal claims of discrimination.
- Determines the type of analysis that is appropriate for a specific case.
- Develops and follows an investigative plan.
- Identifies, gathers, and assesses information relevant to a claim or claims of discrimination.
- Identifies and interviews key witnesses.
- Examines a variety of records to secure or verify information concerning complaints.
- Gathers, assembles, preserves and reports facts, statements or affidavits and other evidence for use in legal actions.
- Prepares impartial and appropriate reports of investigation, to include a summary of the evidence presented, a determination of credibility, and a conclusion as to whether each allegation is supported by objective evidence.
- Prepares recommendations or conclusions regarding appropriate discipline (following the investigation).
- Coordinates and administers the Equal Employment Opportunity (EEO) investigations outside consultant pool.

- Establishes and maintains general investigative and confidential records and reports.
- Interprets and explains the provisions of laws, rules, regulations, and policies.
- Acts as mediator among complainant representatives.
- Assists managers and supervisors with performance management issues.
- Works with Office of the General Counsel to coordinate responses to formally filed discrimination complaints to human rights agencies.
- Assesses the impact of branch practices and policies on complainants' claims.
- Continuously researches current legal decisions, legislation, and regulations on employment discrimination and harassment issues, to ensure judicial branch policies and practices are in compliance.
- Tracks discrimination complaints in analyzing patterns to identify preventive and corrective measures, i.e. change in EEO policy, procedures and/or practices.
- Performs legal research.
- Participates in academies, forums, and other training and informational events.
- Analyzes and prepares legal memoranda and issues papers, legal opinions, and other legal memoranda.
- Participates in the development of judicial branch employment policies.

WORKING CONDITIONS

- Work occasional evening and weekend hours.
- May be required to travel statewide as necessary.

QUALIFICATIONS

The level and scope of the knowledge and abilities below relate to the duties as defined in Class Characteristics.

Knowledge of:

- Substantive and procedural legal principles and applications.
- Investigation techniques and procedures.
- Scope and character of California statutory and case law and provisions of the United States and California Constitutions.
- Legal research methods.
- Principles of administrative and constitutional law.
- Rules of evidence and conduct of proceedings in California trial and appellate courts.
- Basic principles and practices of effective law office management and administration.
- Principles of project management.
- The operation of personal computers and the use of specified computer applications, such as word processing.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Initiate, design, develop, and implement employee relations investigations.
- Perform legal research, including computerized legal research; apply legal principles and precedents to particular sets of facts.
- Analyze policy issues; present statements of facts, law, policy, and argument clearly, concisely, and logically in both written and oral form.
- Exercise sound judgment and integrity consistent with representing the judicial branch.
- Organize own work, set priorities, and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

Active membership in the State Bar of California.

Education and Experience:

Active membership in the State Bar of California and four years of relevant post-bar experience either in a legal setting such as private law practice, corporation, or government agency performing employee relations investigations.

After passing the state bar, work experience as a Law Clerk to a federal judge prior to formal state bar admission will be considered qualifying experience.