

## **SENIOR LABOR AND EMPLOYEE RELATIONS OFFICER**

### **DEFINITION**

Under general direction, incumbents in this series provide direction and work review to assigned staff, serves as a consultant, and/or coordinate, integrate and apply legal knowledge and reasoning to the most complex and sensitive formal and informal labor and employee relations issues for the judicial branch. At the request of a trial court, incumbents may represent trial courts in contract negotiations with exclusive representatives of employee bargaining units and assist with the development and administration of negotiated memoranda of understanding, and; perform related work as assigned.

### **CLASS CHARACTERISTICS**

This is a senior-level professional classification. Incumbents plan, direct and review the work of assigned staff. Incumbents are fully competent to independently perform the full range of legal tasks associated with the most complex and sensitive formal and informal human resources labor and employee relations work. In addition, incumbents represent trial court management and serve as chief spokesperson in labor negotiations with employee organizations. Incumbent will also act as primary business developer and liaison to trial court management for initiating new work throughout the State.

### **EXAMPLES OF DUTIES** (*illustrative only*)

- Continually establishes and maintains cooperative working relationships with trial court management, agencies, labor organizations and groups concerned with personnel practices, and employee/labor relations to develop strategies and plans in order to brand the Judicial Council Labor Relations Unit as “negotiators of choice” for trial courts.
- Plans, organizes and leads the daily operations of the Labor and Employee Relations Unit staff, programs and functions, including setting work priorities, determining methods and procedures, resolving problems, selecting alternatives.
- May head special committees and task forces on employee and labor relations.
- Coordinates, develops and prepares the trial court’s bargaining position for labor negotiations; secures input from judicial officers, the court executive officer and administrative staff.
- Participates in the selection of court bargaining teams; ensures that affected court constituents are involved and informed about the status of the bargaining process; establishes procedures

and communication channels between the bargaining team, the court's Executive Committee, and all other appropriate parties.

- Develops (under court guidance) an overall theme and strategy for bargaining; works with bargaining team to create solid arguments and strategies that permit implementation of a coherent plan at the table; analyzes trends and best practices to support successful negotiations.
- Researches, interprets and writes contract language to achieve the goals set by the trial court; upon receipt of counterproposals, identifies possible alternative compromise solutions that will likely achieve a deal.
- Develops labor contract costing models to accurately cost out court and union proposals.
- Serves as the official spokesperson of court management at the bargaining table; must be able to handle stress and intense discussion of ideas.
- Consults with trial courts in the administration of recently-agreed upon memoranda of understanding (MOUs); advises court management and staff regarding consistent, equitable interpretation and application of MOUs.
- Reviews and develops responses to grievances appealed to the court executive officer, presiding judge, or executive committee; investigates and coordinates responses to formal and informal unfair labor practice charges filed by employee organizations against a trial court.
- Assists trial court management in development of ongoing labor relations policies and strategies.
- Serves as ongoing liaison between the trial courts, the Judicial Council's Office of the General Counsel, Human Resources Division, the Office of Governmental Affairs and the Executive Office on all matters concerning trial court labor-management relations, including statewide labor relations policies and initiatives.
- Ensures that applicable statutory and trial court policies governing union access and other organizing activities comply with the Trial Court Employment Protection and Governance Act and other applicable laws.
- Provides direction, training, work and work review; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Provides input into selection, evaluation, discipline, and other personnel matters.
- Analyzes labor strategy for Memorandum of Understanding (MOU) bargaining and provides direction to negotiators.
- Analyzes employee relations issues and provides direction to analysts in issue resolution.
- Analyzes internal Human Resources (HR) Division matters and provides guidance to the Division Director or designee.
- Analyzes investigation requests, assigns investigations to Labor and Employee Relations Officers, and oversees drafting and submission of investigation reports.
- Reviews and oversees development of judicial branch employment policies.
- Organizes and provides direction to staff in preparation for state-wide academies, forums, regional meetings, and other labor and employment training and informational events.
- Analyzes and prepares legal memoranda, issues papers, legal opinions, and policy memoranda.
- Analyzes and drafts rules of court that affect labor and employee relations matters.

- Analyzes, drafts, and testifies about legislation concerning labor and employment-related issues.
- Drafts, negotiates, and reviews contracts.
- Organizes and conducts legal and judicial conferences.
- Writes curriculum and teaching courses for judicial education.
- Provides services for specified programs and judicial council committees to address issues affecting the judicial branch.
- Carries out public relations activities and serves as liaison to external legal organizations, including the courts of other states.
- Performs legal research.
- Provides training to others in the unit and HR on labor and employment law.
- Develops, initiates, and implements programs relating to labor and employment law.
- Performs other duties as assigned.

### **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:**

- Basic supervisory principles and practices.
- Substantive and procedural legal principles and applications.
- Principles of labor law and the collective bargaining process.
- 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:**

- Plan, direct, and review the work of others on a project or day-to-day basis.

- 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:**

Equivalent to a Bachelor's degree from an accredited college or university, preferably with major course work in personnel, public or business administration, organizational psychology, or industrial relations, and active membership in the State Bar of California and four years of relevant post-bar experience; two of the four years in a legal setting performing employee relations investigations and/or labor contract negotiations. In addition to the post-bar experience, two years of professional analytical experience developing, implementing, and administering programs is required. Of the required experience, incumbent must possess two years of lead experience.

OR

Active membership in the State Bar of California and one year as a Labor and Employee Relations Officer II or two years as an attorney with the judicial branch in the Labor and Employment Unit.