

## **LABOR AND EMPLOYEE RELATIONS OFFICER I**

### **DEFINITION**

Under general direction, incumbents in this series may provide guidance and support to subordinates, serve as a consultant, and/or coordinate, integrate and apply knowledge and reasoning to complex and sensitive formal and informal labor and employee relations issues for the judicial branch. At the request of the trial courts, incumbents may represent trial courts in contract negotiations with exclusive representatives of employee bargaining units and provide consultation on the development and administration of negotiated memoranda of understanding; performs related work as assigned.

### **CLASS CHARACTERISTICS**

This is a journey-level professional classification. Incumbents are competent to perform tasks associated with labor and employee relations, including independent investigations of formal and informal human resources employee relations discrimination complaints. Incumbents provide trial courts assistance with contract negotiations in either a lead or support role. Incumbents demonstrate proficient report writing skills and the ability to construct contract language. This classification is distinguished from the Labor and Employee Relations Officer II and Senior Labor and Employee Relations Officer in that the latter classifications require active membership in the State Bar of California and integrate and apply legal knowledge and reasoning to the most complex and sensitive formal and informal labor and employee relations work and labor negotiations for the judicial branch.

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

- 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.
- Participates in the development of labor contract costing models to accurately cost out court and union proposals.
- Advises 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.
- Assists with developing 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 the development of ongoing labor relations policies and strategies.
- 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.
- Develops training workshops and designs management training programs and associated curricula development.
- Researches legislation for impact on labor relations programs.
- Drafts responses of sensitive or complex inquiries from the staff, the courts, and management relating to human resources matters, and resolves problems or issues arising from such inquiries.
- 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.
- Drafts 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 for review of 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.
- Tracks discrimination complaints in analyzing patterns to identify preventive and corrective measures, i.e. change in EEO policy, procedures and/or practices.
- Participates in academies, forums, and other training and informational events.
- 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:**

- Investigation techniques and procedures.
- Scope and character of California statutory and case law and provisions of the United States and California Constitutions.
- 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.
- 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:**

None required, however, active membership in the State Bar of California can be substituted for one year of the educational experience.

### **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, industrial relations, and five years of professional analytical experience developing, implementing, and administering programs. Two of the five years of experience must be specialized in labor and employee relations and/or negotiations. Experience in a lead role is highly desirable.

OR

Two years as a Senior Human Resources Analyst specializing in labor and /or employee relations and/or negotiations with the judicial branch, or in an equivalent classification level with another government agency.

Additional qualifying experience may be substituted for education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one of the five years of required experience.