

## **Labor and Employee Relations Officer**

### **JOB FAMILY DEFINITION**

This classification falls within the Human Resources Job Family, encompassing a range of work in which incumbents are responsible for providing the full scope of human resources services (recruitment and selection, labor and employee relations, payroll and benefits, classification and compensation, workers' compensation, performance management, absence management, risk management, and organizational development) to the Judicial Council and on behalf of client courts. This class specification represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

### **CLASS SUMMARY**

Incumbents, as assigned, are responsible for high-level labor and employee relations services, including, but not limited to, representing trial courts as chief negotiators during labor negotiations; developing and recommending negotiation strategies and objectives; providing guidance and direction to management and staff on compliance with labor agreements and labor and employment laws; advising and guiding management with performance management, discipline, discharge, and accommodation issues; providing recommendations and advice on labor and employee relations policies and practices; providing advanced-level training on labor and employee relations issues; and investigating discrimination, harassment, retaliation, and other workplace claims.

### **DISTINGUISHING CHARACTERISTICS**

The Labor and Employee Relations Officer is distinguished from the Senior Human Resources Analyst in that the Labor and Employee Relations Officer provides guidance and advice to Judicial Council and trial court management and staff on a regular basis, exercises independence in making decisions and offering recommendations and solutions, and frequently works with highest level management on labor and employee relations issues.

The Labor and Employee Relations Officer is distinguished from the Human Resources Supervisor in that the latter supervises three or more Judicial Council staff, including a minimum of two exempt-level staff, and may supervise other staff as assigned.

The Labor and Employee Relations Officer classification requires the consistent exercise of discretion and judgment, using advanced knowledge and experience, to analyze and interpret information and make recommendations.

### **EXAMPLES OF ESSENTIAL DUTIES** *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Provides employee and labor relations guidance and advice to Judicial Council and trial court management; assists management in developing ongoing labor and employee relations policies, best practices, and strategies.
- Serves as chief negotiator during labor negotiations; develops strategies for attaining required objectives during labor negotiations; drafts negotiation proposals and counterproposals.
- Guides management in the administration, interpretation, and compliance with collective bargaining agreements.

- Plans and conducts investigations of employee claims of discrimination, harassment, retaliation, and other workplace concerns.
- Mediates employment related disputes for the Judicial Council and trial courts.
- Provides advice and guidance to management on performance management and disciplinary issues; drafts disciplinary documents, including, but not limited to, Skelly notices.
- Drafts, negotiates, and provides direction on personnel policies and procedures.
- Monitors legislative, statutory, regulatory, and case law developments in labor and employment area.
- Serves as faculty for various labor and employment related trainings, including, but not limited to, the Labor Relations Academy, the Labor Relations Forum.
- Provides orientation and guidance to new staff.
- Performs other duties of a similar nature and level as assigned.

#### **EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES** *(Illustrative only)*

Responsibilities across incumbents in this classification are covered in the “Examples of Essential Duties” list. While incumbents assigned to this classification may access, maintain or use function-specific tools and/or perform specific labor and employee relations activities aligned with one work unit, the general description of the work tasks involved in this class do not vary significantly and therefore no position specific duties are noted.

#### **MINIMUM QUALIFICATIONS**

##### **EDUCATION AND EXPERIENCE**

Bachelor’s degree, and five (5) years of directly related labor and employee relations experience. *An additional four years of experience as noted above may substitute for the bachelor’s degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.*

OR

Juris doctor, and two (2) years of experience in employee relations investigations and/or labor contract negotiations.

OR

One year as a Senior Human Resources Analyst with the Judicial Council of California or one year of experience performing the duties of a class comparable in the level of responsibility to that of a Senior Human Resources Analyst in a California Superior Court or California state-level government entity.

##### **LICENSING AND CERTIFICATIONS**

- None, though current, active membership with the State Bar of California is preferred.

##### **KNOWLEDGE OF**

- Applicable federal, state, and local laws, codes, and regulations;
- Principles and practices of coaching and consulting;
- Principles and techniques of preparing effective oral presentations and training;
- Conflict resolution principles and techniques;
- Disability accommodation principles and procedures;
- Investigation techniques and procedures, including methods of assessing credibility;

- The collective bargaining process, including strategies and tactics;
- Best practices in labor and employee relations matters;
- Performance management principles and procedures;
- Customer service principles;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

### **SKILL IN**

- Public speaking;
- Conducting workplace investigations;
- Drafting and negotiating labor agreements and personnel policies;
- Handling highly stressful situations;
- Gaining respect, trust and “buy in” from high level staff;
- Exercising initiative and independent decision making;
- Providing training;
- Interpreting rules, laws, policies and procedures, and advising others regarding same;
- Engaging in critical thinking and analyzing complex materials;
- Listening and considering different points of view;
- Building consensus and resolving conflicts via persuasive reasoning;
- Presenting statements of facts, law, policy, and argument clearly, concisely, and logically in both written and oral form;
- Coordinating deadlines and prioritizing competing demands;
- Exercising sound judgment and integrity;
- Utilizing a computer, relevant software applications, and/or other equipment as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

### **WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS**

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents generally work in a typical office environment with adequate light and temperature. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require frequent statewide travel, including overnight travel.

**Please Note:** *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*