



Labor Relations Specialist

Class Code: 9535 - Exam Code: 1PB11

Department(s): State of California
Opening Date: June 29, 2011
Final Filing Date: Continuous
Type of Examination: Servicewide, Open

EEO

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

Once you have taken the training and experience evaluation, you may not retake it for six (6) months.

FILING INSTRUCTIONS

Final Filing Date: Continuous

Where to Apply: Click the link at the bottom of this bulletin.

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability, medical condition or religious accommodation, please contact us.

If you have any questions, please contact the:

California Department of Human Resources' Contact Center at 1-866-844-8671
OR
California Relay Service at 7-1-1

Telecommunications Device for the Deaf (TTY) at (916) 654-6336*

(*) TTY is a telecommunications device that is reachable only from telephones equipped with a TTY device.

SALARY INFORMATION

Monthly Ranged Salary - \$5,470.00 to \$6,796.00

ELIGIBLE LIST INFORMATION

An open, service wide eligible list will be established by the California Department of Human Resources for use by the other State departments. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Training and Experience Evaluation to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

Either 1

One year of experience in the California state service performing the duties equivalent to those of a Labor Relations Analyst, Range B. (Applicants who have completed six months of service performing the duties of a Labor Relations Analyst, Range B, will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

Or 2

Three years of responsible analytical experience in one or a combination of the following types of employer-employee relations work.

1. Resolution of grievances arising under labor agreements; or
2. Negotiation or preparation of labor agreements; or
3. Conciliation, mediation, or arbitration of labor disputes; or
4. Consultation, meet and confer, and resolution of conflict in public sector employer-employee relations; or
5. Administration or investigation and settlement of violation complaints in regard to State or Federal labor management relations laws.

AND

Education: Equivalent to graduation from a recognized four-year accredited college or university.

(Qualifying experience may be substituted for the required education on a year-for-year basis.)

(Either 18 quarter units or 12 semester units from an accredited college level labor relations curriculum, or 45 quarter units or 30 semester units of graduate work in public administration,

industrial relations, psychology, law, political science, or a closely related field may be substituted for one year of the required experience.)

POSITION DESCRIPTION

Classes in this series are involved in representing State management under the Ralph C. Dills Act during all phases of the collective bargaining process by preparing for and participating in negotiations, impasse resolution, and contract administration activities. Work performed by incumbents in this series is typically confidential.

This is a dual function class. The first function is to serve as a supervisor over a small group of technical staff performing labor relations work. The second is to serve as a non-supervising specialist.

Positions at the Labor Relations Analyst and Specialist levels have responsibility for activities such as making recommendations to State management and advising management on making a determination regarding interpretation and application of provisions of labor agreements; ensuring State compliance with laws, policies, and labor agreements; investigating, recommending, and/or making decisions regarding disposition of grievances arising out of labor agreement administration, or grievances filed outside of the labor agreements; developing training programs for supervisory/management staff regarding State labor relations policies and proper practices in grievance handling or other areas of labor-management relations; researching and reporting on labor relations matters; participating in the development of State positions on matters within the scope of bargaining; providing assistance to task force studies on labor relations matters; and analyzing legislation, case law, and administrative regulations in the field of labor relations.

Positions allocated to the Specialist class are distinguished from Analyst positions by increased complexity, independence, authority, and responsibilities.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

[Click here to preview the Labor Relations Specialist evaluation.](#)

KNOWLEDGE AND ABILITIES

Knowledge of:

1. General principles, practices, and trends of labor-management relations, public administration, human resources, or business administration.
2. Research and data collection techniques.
3. Communication techniques for gathering, evaluating, and transmitting information, and English language such as proper punctuation, grammar, the meaning and spelling of words, pronunciation of words, and rules of composition in order to effectively communicate in writing and verbally to others.
4. The collective bargaining process in private or public sectors.
5. Principles of management rights, representation rights, and unfair practices.
6. State and federal labor law applicable to the public sector.

7. The principles and scope of collective bargaining.
8. Standard negotiating strategies, tactics, and impasse procedures.
9. Data sources pertaining to public sector employer-employee relations and the personnel management system of the State.

Ability to:

1. Work effectively with all levels of management.
2. interpret and apply labor law and labor agreement provisions.
3. develop training programs in employer-employee relations for management.
4. obtain, analyze, evaluate, and apply data such as labor statistics and cost figures.
5. research and write reports.
6. communicate effectively.
7. use good judgment and make sound decisions in critical situations.
8. handle stressful or sensitive situations with tact and labor-management diplomacy.

VETERANS' PREFERENCE

Veterans Preference will be granted in this examination. Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CAREER CREDITS

Career Credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please contact:

California Department of Human Resources, Selections Division
1515 S Street, North Bldg., Suite 400
Sacramento, CA 95811
1-866-844-8671
California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf and Hard of Hearing, and is reachable only from phones equipped with a TTY Device.

GENERAL INFORMATION

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of Human Resources reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the [Labor Relations Specialist classification specification](#).

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Security and Confidentiality of Examination: Pursuant to Government Code Section 19860. "It is unlawful for any person: (a) Wilfully by himself or in cooperation with another person to defeat, deceive, or obstruct any person with respect to his right of examination, application, or employment under this part or board rule. (b) Wilfully and falsely to mark, grade, estimate, or report upon the examination or proper standing of any person examined or certified under this part or board rule, or to aid in so doing, or make any false representation concerning the same or the person examined. (c) Wilfully to furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person examined, certified or to be examined or certified under this part or board rule."

Pursuant to Government Code 19681. "It is unlawful for any person: (a) To practice any deception or fraud with regard to his identity in connection with any examination, application, or request to be examined. (b) To obtain examination questions or other examination material except by specific authorization either before, during, or after an examination or use or purport to use any such examination questions or materials for the purpose of instructing or coaching or preparing candidates for examinations. (c) To use any unfair means to cause or attempt to cause any eligible to waive any rights obtained under this part."

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive

examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available [online](#) and at the Department of Veterans Affairs.

Bulletin Revision Date: 07/03/2017

TAKING THE EXAM

When you click the link below, you will be directed to the Training and Experience Evaluation. At the end of the Training and Experience Evaluation, it will be instantly scored.

***Please remember to print a copy of your exam results for your records. It may take up to 5 business days for eligibility records to appear in your CalCareer profile.**

[Click here to go to the Labor Relations Specialist Evaluation.](#)