



Labor Relations Analyst

Class Code: 9529 - Exam Code: 9PB26

Department(s): State of California
Opening Date: 7/12/2010
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 have a disability and need special assistance or special testing arrangements, contact:

California Department of Human Resources
Examination and Selection Services Section
1-866-844-8671
California Relay Service (7-1-1)
Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

SALARY INFORMATION

A \$3,824.00- \$4,788.00
B \$4,602.00- \$5,762.00

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 twelve (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

Education: Equivalent to graduation from a recognized four-year accredited college or university with a Bachelor's Degree in Business Administration, Human Resources/Organizational Management, Industrial/Labor Relations, Labor Studies, Law, Political Science, Public Administration, Industrial and Organizational Psychology, or closely related field. (Registration as a senior in a recognized college/university will admit applicants to the examination, but they must provide evidence of graduation or its equivalent before they can be considered eligible for appointment.

OR

One year of experience in the California state service performing the duties of a Staff Services Analyst, Range B. (Persons applying experience toward this Pattern must have had the equivalent of a full-time assignment in California state service performing specialized employer-employee relations duties for State departments and agencies.) (Applicants who have completed six months of service performing the duties as specified above 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

One year of experience acquired in one or a combination of the following types of employer-employee relations work:

1. Labor relations research in unit determination, election certification procedures, preparation for negotiations, fact-finding, or grievance arbitration; or
2. Resolution of grievances arising under labor agreements; or
3. Negotiations or preparation of labor agreements; or
4. Consultation, meet and confer, and resolution of conflict in public sector employer-employee relations; or
5. Conciliation, mediation, or arbitration of labor disputes; or
6. Administration and/or the investigation and settlement of violation complaints in regard to State or Federal labor management relations laws.

AND

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.)

POSITION DESCRIPTION

The Labor Relations Analysts, Range A, is the entry level through first working level of professional labor relations work. At Range A, incumbents are directly supervised and the assignments are primarily structured, standard, and recurring. Duties and responsibilities require research, analysis, and the use of

independent judgment and discretion to interpret and apply statutes, regulations, policies, and procedures in the field of labor relations. The scope and effect of work generally involve less complex and less controversial labor relations issues.

The Labor Relations Analyst, Range B, is the full journey level for the performance of analytical staff work in the field of labor relations. Under general direction, incumbents perform complex, responsible, and technical labor relations staff work. Work includes diverse analytical duties involving different and unrelated processes and methods. Incumbents demonstrate a systematic, disciplined, and analytical approach to problem solving. Incumbents may serve as departmental Labor Relations Officers in very small departments.

Positions are located in various departments throughout the State of California.

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 for a copy of the Qualifications Assessment questions.](#)

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; communication techniques for gathering, evaluating, and transmitting information.
3. 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.

Ability to:

1. Read, analyze, and logically interpret and apply appropriate laws, rules, regulations, memoranda of understanding, policies, procedures, and instructions.
2. Plan, organize, and conduct research, and investigatory and statistical work.
3. Reason logically, analyze situations, and develop and evaluate alternatives and take effective action.
4. Accurately secure, evaluate, analyze, and record facts.
5. Prepare clear and succinct reports, graphs, correspondence, and statistical reports.
6. Comprehend written material.
7. Communicate effectively verbally and/or in writing.
8. Consult and advise interested parties.
9. Use good judgment and make sound decisions in critical situations.
10. Establish and maintain cooperative relations and gain confidence with those contacted in the work environment.
11. Handle stressful and/or sensitive situations with tact and labor-management diplomacy.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 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
Attn: Examination Services
1515 S Street, North Bldg., Suite 500
Sacramento, CA 95811

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GENERAL INFORMATION

Applications are available at www.jobs.ca.gov and local offices of the Employment Development Department.

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 [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.

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 the at Department of Veterans Affairs.

Bulletin Revision Date: 07/07/2017

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.

[Click here to go to the Qualifications Assessment.](#)