



## Labor Relations Analyst

Exam Code: 9PB26

Department: State of California  
Opening Date: 07/12/2010  
Final Filing Date: Continuous  
Type of Examination: Service-wide, Open

### CLASSIFICATION DETAILS

Labor Relations Analyst – \$4,115 - \$6,200 per month

#### 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 **6 months**.

#### How to Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

### MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

#### Labor Relations Analyst

##### 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**

**Labor Relations Analyst**

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 SCOPE

This examination consists of the following components:

### **Training and Experience Evaluation** – Weighted 100% of the final score

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. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be on measuring competitively, relative job demands, each applicant's:

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.

## ELIGIBLE LIST INFORMATION

A service-wide, open eligible list for the Labor Relations Analyst classification will be established for:

State of California (all State of California departments, statewide)

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **12 months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veteran status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application (Std. 1093) is available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

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.

## EXAMINATION INFORMATION

[Preview the Training and Experience Evaluation](#)

## PREPARING FOR THE EXAMINATION

**Here is a list of suggested resources to have available prior to taking the exam.**

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or offices who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## TAKING THE EXAM

Take the online [Training and Experience Evaluation](#) for the Labor Relations Analyst classification.

## TESTING DEPARTMENTS

State of California (all State of California departments)

## CONTACT INFORMATION

California Department of Human Resources  
CalCareer Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814  
Phone: (866) 844-8671  
[CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.CA.GOV)

California Relay Service: 7-1-1 (TTY and voice)

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

## EQUAL OPPORTUNITY EMPLOYER

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.

## GENERAL INFORMATION

The Examination/Employment Application (STD 678) is available at the California Department of Human Resources, local offices of the Employment Development Department, and through your CalCareer account ([www.CalCareers.ca.gov](http://www.CalCareers.ca.gov)).

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

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

**General Qualifications:** Applicants 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 exam bulletin.