



Labor Relations Manager 1 and 2

9537 – 2PB2101 – LRM 1

9539 – 2PB2102 – LRM 2

Department(s): Labor Relations Manager 1

Board of Equalization
California Department of Corrections and Rehabilitation
California Department of Human Resources
California Health Benefit Exchange
Department of Consumer Affairs
Department of Developmental Services
Department of Education
Department of Fair Employment and Housing
Department of Forestry and Fire Protection
Department of General Services
Department of Health Care Services
Department of Social Services
Department of State Hospitals
Department of Motor Vehicles
Department of Parks and Recreation
Department of Public Health
Employment Development Department
State Compensation Insurance Fund
State Personnel Board

Labor Relations Manager 2

California Department of Corrections and Rehabilitation
California Department of Human Resources
California Health Benefit Exchange
Department of Developmental Services
Department of Education
Department of Forestry and Fire Protection
Department of Public Health
Department of State Hospitals
Department of Motor Vehicles
Employment Development Department
Government Operations Agency
State Compensation Insurance Fund
State Personnel Board

Opening Date: 10/05/2012

Final Filing Date: Continuous

Type of Examination: Multi-Departmental Open

Salary: MONTHLY SALARY RANGES - \$6,453 - \$8,048

Tenure/Time-base: Permanent Full-time
Permanent Part-time

Permanent Intermittent
Limited Term Full-time
Limited Term Part-time
Limited Term Intermittent
Exam Type: State-wide

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 the California Department of Human Resources (CalHR), Examination Services at (866) 844-8671, or via the California Relay Service for the Deaf or Hard of Hearing at (800) 735-2929 from TTY Phones, or at (800) 735-2922 from voice phones.

SALARY INFORMATION

Labor Relations Manager 1: \$6,453 - \$7,331

Labor Relations Manager 2: \$7,088 - \$8,048

ELIGIBLE LIST INFORMATION

OPEN, MERGED eligible lists will be established by the CalHR for use by other State departments. The names of successful competitors will be merged onto the eligible lists 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

Labor Relations Manager 1

EITHER 1

One year of experience in the California state service performing the duties equivalent to those of a Labor Relations Specialist.

OR 2

Four 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.)

Labor Relations Manager 2

EITHER 1

One year of experience in the California state service performing the duties equivalent to those of a Labor Relations Manager I.

OR 2

Five 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

Labor Relations Manager 1

The Labor Relations Manager I is the full supervisory level over technical staff performing labor relations work. Positions at the Manager I level have supervisory/managerial responsibility for very complex labor relations programs, working under conditions of very high independence. Incumbents normally supervise a small technical staff within a highly complex labor relations office. Positions may be allocated in departments with labor relations programs that are equivalent in complexity and responsibility of a large department.

Labor Relations Manager 2

This is the second supervisory and program management level. Incumbents provide consultation to State management and are responsible for labor relations operations in very large departments. Incumbents serve as the highest level management staff in the department actively involved in the labor relations program and work under highly independent conditions. Typically, incumbents will supervise a full labor relations staff either directly or through subordinate supervisors.

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 Training and Experience Evaluation.](#)

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Knowledge of general principles, practices, and trends of labor-management relations, public administration, human resources, business administration, and the Ralph C. Dills Act.
2. Knowledge of State management practices to effectively administer all labor relations policies, practices, and procedures to provide effective guidance to departmental personnel staff
3. Knowledge of grievance and complaint procedures in order to effectively analyze and respond to grievances and complaints.

4. Knowledge of public sector personnel management practices in order to effectively prepare for bargaining and respond to employee and/or union grievances, complaints and disputes, and advise managers/supervisors on labor relations-related questions and issues.
5. Knowledge of negotiation strategies, tactics, and impasse procedures in order to effectively represent departmental management in the bargaining process.
6. Knowledge of the state and federal labor laws applicable to the public sector to effectively analyze and respond to employee and/or union complaints and disputes and to advise managers/supervisors on labor relations issues.

Ability to:

1. Ability to interpret the Memorandum of Understanding/labor agreements in order to handle labor related matters.
2. Ability to communicate effectively with various audiences (e.g., unions, management, staff, executives, lawyers) in order to achieve resolution for grievances, complaints, and disputes.
3. Ability to maintain confidentiality to preserve the integrity of labor relations issues and related matters.
4. Ability to evaluate and make recommendations for resolving disputes, complaints and employee grievances.
5. Ability to present and defend the employer's positions to state control agencies, unions, and other departments.
6. Ability to conduct research using various resources in order to obtain, compile, and/or support information/data regarding labor relations activities, departmental policies and procedures and apply the information to current projects.
7. Ability to reason logically, analyze situations, develop and evaluate alternatives and take effective action with regards to complex labor related matters.
8. Ability to facilitate meetings and discussions in a manner that ensures that participants stay focused on the intended topic and encourages active participation by all attendees.
9. Ability to coach and mentor staff with regards to prioritizing and completing multiple projects within timelines and expectations.
10. Ability to serve as an advisor and/or representative for various programs and/or projects, interacting with all levels of management, staff, and internal/external stakeholders regarding complex or sensitive issues.
11. Ability to develop and present training programs for managers/supervisors in order to provide updated and standardized information

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
Selection Division, Exam Services
1515 "S" Street, North Building, Suite 500
Sacramento, CA 95811

(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 is reachable only from phones equipped with a TTY Device.

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 [here](#).

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 Code 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 at <https://jobs.ca.gov/Public/Jobs/Veterans.aspx>, and the Department of Veterans Affairs.

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 Training and Experience Evaluation.](#)