



CLASSIFICATION: Labor Relations Specialist
TENURE: Permanent
TIME BASE: Full Time
SALARY: \$5,689 - \$7,068
LOCATION: Human Resources & Support Services Branch
Administrative & Financial Management Services Division

FINAL FILING DATE: Until Filled

DUTIES/RESPONSIBILITIES: Under the general direction of the Staff Services Manager III, Human Resources Branch Manager, Administrative & Financial Management Services Division, the incumbent functions as a non-supervisory specialist in administering an effective Labor Relations Program for the California Energy Commission (Commission). Responsibilities include but are not limited to ensuring the development of effective labor/management strategies are consistent and promote the overall goal of fostering a positive and collaborative labor/management relationship, assisting in managing the dispute, progressive discipline, adverse action process and procedures, Serves as the Commission's representative during all phases of the collective bargaining process.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Knowledge of human resources laws, rules and policies
- Knowledge of and experience with Progressive Discipline
- Excellent verbal and written communication skills and the ability to develop and conduct presentations
- Experience in negotiating with control agencies on sensitive issues; and the ability to maintain credibility and cooperation with management and all levels of employees
- Knowledge of the collective bargaining process/Labor Relations
- Excellent customer service and interpersonal skills; including the ability to effectively manage conflict
- Demonstrated ability to use good judgement, act independently, utilize effective problem solving skills and multi-task

STATEMENT OF QUALIFICATIONS (REQUIRED)

Labor Relations Specialist

Statement of Qualifications (SOQ) Instructions:

Please answer/address the questions/statements below. Your responses must be numbered to coincide with the numbered questions/statements below and be no more than a total of two pages. Applications received without a SOQ will not be considered.

1. Describe your experience, education, and/or training as related to progressive discipline and labor relations. Be specific.
2. Describe a situation where you successfully built effective working relationships with a union organization and/or a control agency in order to accomplish an important result. What did you do and what was the outcome?

3. Describe your ability to establish and maintain effective working relationships with Executive Staff, a wide variety of departmental staff, control agencies, and other external partners. Provide examples.

WHO MAY APPLY: If you have previously applied for this position, there is no reason to reapply. Eligible candidates who are current state employees with status in the above classification, lateral transfers from an equivalent class who meet the minimum qualifications of this classification, former state employees who can reinstate into this class or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA/SURPLUS/ REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter in order to be considered. Applications will be screened and the most qualified may be contacted for an interview.

Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature, to the contact/address listed below. Electronic applications will be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #208-137 and Position #535-208-9535-001 in the “Explanation Section” of the STD. 678.**

***Please Note:** Possession of the minimum qualifications will be verified prior to the interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant’s name may be removed from the eligibility list.*

SUBMIT APPLICATIONS TO:

California Energy Commission
Attn: (RPA 208-137)
1516 9th Street, MS-3
Sacramento, CA 95814

View full Duty Statements:
<http://www.energy.ca.gov/careers/jobs.html>

For additional questions regarding this recruitment, you may contact (916) 653-4521 or email personnelservices@energy.ca.gov.

California Relay (Telephone) Service – TDD Phones: 1-800-735-2929 and Voice Phones: 1-800-735-2922