This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee’s Name (Last, First, M.I.)

8. Department/Agency
DEPARTMENT OF STATE

3. Employee Identification Number

9. Bureau (Institution, Board, or Commission)
Department Services Administration

4. Civil Service Position Code Description
Human Resources Analyst-E

10. Division
Office of Human Resources

5. Working Title (What the agency calls the position)
Labor Relations Representative

11. Section
Labor Relation Section

6. Name and Position Code Description of Direct Supervisor
HUNNICUTT, CHRISTINE P; STATE ADMINISTRATIVE MANAGER-1 15

12. Unit

7. Name and Position Code Description of Second Level Supervisor
LEE, ANNA B; STATE OFFICE ADMINISTRATOR 17

13. Work Location (City and Address)/Hours of Work
/ Monday-Friday 8-5 with some nights and weekends

14. General Summary of Function/Purpose of Position

This position will carry out a full range of professional labor relations activities in assigned program areas to include grievance administration and employee investigations.
15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty. List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

<table>
<thead>
<tr>
<th>Duty 1</th>
<th>General Summary:</th>
<th>Percentage: 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>General labor relations activities in assigned program areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Individual tasks related to the duty:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provides guidance to supervisory staff in the administration of Civil Service Rules, and Department policies.</td>
<td></td>
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<tr>
<td>Provides guidance on the interpretation, application and administration of collective bargaining agreements.</td>
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<tr>
<td>Presents and defends the Department's position on labor/management issues.</td>
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<tr>
<td>Represents the Department in Labor/management meetings with employee organizations.</td>
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<tr>
<td>Participates in collective bargaining.</td>
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<tr>
<td>Works with Limited Recognition Organizations.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Duty 2</th>
<th>General Summary:</th>
<th>Percentage: 40</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corrective/disciplinary action.</td>
<td></td>
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<tr>
<td><strong>Individual tasks related to the duty:</strong></td>
<td></td>
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<tr>
<td>Conducts internal investigations for unusual, high profile or complex cases involving potential for severe disciplinary action.</td>
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<tr>
<td>Makes recommendations in the review of employee performance and conduct regarding corrective or disciplinary action.</td>
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<tr>
<td>Provides guidance and direction to supervisory staff on the proper procedures to follow in the implementation of such action.</td>
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<tr>
<td>Prepares disciplinary recommendations, notices and documents with reference to pertinent rule or contract provisions.</td>
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<tr>
<td>Participates in supervisory meetings, disciplinary and investigatory conferences.</td>
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<tr>
<td>Advises managerial and supervisory staff in the administration of corrective action and internal investigations to ensure compliance with collective bargaining agreements and the Civil Service Rules.</td>
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</table>

<table>
<thead>
<tr>
<th>Duty 3</th>
<th>General Summary:</th>
<th>Percentage: 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grievance administration.</td>
<td></td>
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<tr>
<td><strong>Individual tasks related to the duty:</strong></td>
<td></td>
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<tr>
<td>Represents the Department in Second Step NERE and MSEA grievances and UAW Third Step grievances for assigned program areas and provides responses on behalf of the Department.</td>
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<tr>
<td>Represents the Department through the advancement of a grievance past Second/Third Step to Civil Service Hearings, mediation or arbitration.</td>
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<tr>
<td>Advises supervisors on appropriate processes for First and Second Step grievances.</td>
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<tr>
<td>Researches issues and pertinent rules, regulations and contract articles presented in grievances.</td>
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<td>Investigates issues and interviews employees as needed.</td>
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<tr>
<td>Prepares the Department position for presentation and serves as advocate at grievance hearings, arbitration, mediations and unemployment hearings.</td>
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<thead>
<tr>
<th>Duty 4</th>
<th>General Summary:</th>
<th>Percentage: 5</th>
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</thead>
<tbody>
<tr>
<td>Training</td>
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<tr>
<td><strong>Individual tasks related to the duty:</strong></td>
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</table>
Develop and present training on contract provisions.

Develop and present training on corrective action and discipline.

Develop and present training on specific issues that arise on an as-needed basis.

**Duty 5**

**General Summary:**

Performs other relevant duties as assigned.

**Individual tasks related to the duty:**

Conducts research in preparation for ad hoc committees or at the request of the Department.

Serves on committees throughout the Department as a human resource representative.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Those decisions regarding the administration of labor relations activity in assigned program areas regarding corrective action/discipline and contract interpretation. Independently issues responses to grievances or negotiated settlements to grievances.

**17. Describe the types of decisions that require the supervisor’s review.**

Situations that could be precedent setting, politically sensitive, or involve monetary disbursements will be reviewed by supervisor.

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

Normal office environment with statewide travel.

**19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.**

**Additional Subordinates**

**20. This position’s responsibilities for the above-listed employees includes the following (check as many as apply):**

- Complete and sign service ratings.
- Provide formal written counseling.
- Approve leave requests.
- Approve time and attendance.
- Orally reprimand.
- Assign work.
- Approve work.
- Review work.
- Provide guidance on work methods.
- Train employees in the work.

**22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?**

Yes.

**23. What are the essential functions of this position?**

To carry out a full range of professional labor relations in assigned program areas. Make recommendations in the review of employee performance and conduct regarding corrective action or disciplinary action. Interpret, apply and administer collective bargaining agreements, Civil Service Rules and Regulations and department policies. Respond to Second and Third step grievances. Serve as Department advocate in mediations, Civil Service Hearings, arbitrations hearings and Unemployment hearings.

**24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.**
25. What is the function of the work area and how does this position fit into that function?

The labor relations section is responsible for the administration of the collective bargaining agreements, Civil Service rules and regulations, Labor relations policy, and other rules, regulations, and policies governing the Department of State. This section provides oversight for the Department's corrective/disciplinary action process to include advice to supervisory staff and employees regarding disciplinary action. This section also serves as the Department's advocate in collective bargaining, and grievance administration.

This position will carry out a full range of professional labor relations activities for assigned areas of the Department.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:
Possession of a bachelor's degree in any major.

EXPERIENCE:

Human Resources Analyst 9
No specific type or amount is required.

Human Resources Analyst 10
One year of professional experience providing human resources services equivalent to a Human Resources Analyst 9.

Human Resources Analyst P11
Two years of professional experience providing human resources services equivalent to a Human Resources Analyst, including one year equivalent to a Human Resources Analyst 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of labor relations, grievance, and appeals procedures.

Knowledge of investigation and interviewing techniques.

Knowledge of employment practices and related laws, rules and standards.

Ability to interpret and apply collective bargaining agreements, laws, rules and regulations.

Ability to collect, analyze, and interpret data.

Ability to work independently and make decisions in a very short time frame.

Ability to use institutional knowledge, tact, diplomacy and ability to deal effectively with supervisors, administration, employees and representatives.

Ability to research and organize information for case preparation and presentation.

Ability to deal with deadlines and multiple tasks. Clear grasp and understanding of Civil Service Rules and Regulations, collective bargaining agreements, departmental policies and procedures.

Ability to operate a motor vehicle to locations around the state.

CERTIFICATES, LICENSES, REGISTRATIONS:

Position requires incumbent possess and maintain a valid driver's license, in accordance with agency’s driving record standards.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor ___________________________ Date ___________________________
TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

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Appointing Authority

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Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

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Employee

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Date