



# LABOR RELATIONS SPECIALIST

Will consider downgrading for recruitment purposes

## Salary

\$5,079 – \$6,127

## Final Filing Date

Until Filled

## Position Number

358-234-9535-911

## Questions About the Job

Norma McGinnis (916) 322-0068

## Position Location

Human Resources Division

Labor Relations Office

600 North 10<sup>th</sup> Street (Off Richards Blvd.)

Sacramento, CA 95814

## Send Application To

California State Lottery

Attn: Susan (234)

P.O. Box 2630

Sacramento, CA 95812-2630

## J O B O P P O R T U N I T Y B U L L E T I N

### Duties

Under the direction of the Staff Services Manager II, the Labor Relations Specialist's responsibilities include:

- Serve as the Lottery's representative during all phases of the collective bargaining process
- Prepare for and participate in negotiations, impasse resolutions and contract administration activities
- Represent the Lottery at meet and confer/meet and discuss sessions, arbitration meetings, mediation and PERB hearings, provide advice and effectively recommend settlements
- Investigate grievances, complaints and disputes regarding interpretation and application of department policies and make effective resolutions which ensure the state and the Lottery's interests are preserved
- Analyze and interpret legislation, case law and administrative regulations associated with labor relations
- Provide training to supervisor and managers regarding labor contracts

### Job Requirements

Applicants applying for this position must:

- Have good verbal and written communication skills
- Have good interpersonal skills
- Have strong organizational skills
- Be knowledgeable of the Ralph C. Dills Act

### Who Should Apply

Applicants should be state employees who are currently in the Labor Relations Specialist classification, or have current list or transfer eligibility for appointment to this class. Applications will be screened for eligibility and only those that best meet the requirements of the job will be considered. Appointment is subject to SROA/Surplus provisions. Will consider downgrading to Labor Relations Analyst or training and development assignment for recruitment purposes. If downgraded to Labor Relations Analyst, the duties will be allocated as appropriate.

10/7/2008

**Equal Opportunity Employer:** The California State Lottery is an equal opportunity employer to all regardless of race, religion, ancestry, disability, age, sexual orientation, color, creed, national origin, sex, marital status or political affiliation.

**Background Investigation:** The California State Lottery Act provides that no person may be hired as an employee of the Commission if that person has been convicted of a felony or any gambling related offense. A background check will be required.

California Lottery<sup>®</sup>