

STATE OF CALIFORNIA



An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

INVITES APPLICATIONS FOR

CHIEF, OFFICE OF LABOR RELATIONS

**CALIFORNIA DEPARTMENT OF
CORRECTIONS AND REHABILITATION**

MONTHLY SALARY: \$8,594 - \$10,237

PLEASE NOTE that the actual monthly compensation to be paid to the successful candidate will be determined with reference to the experience, knowledge, skills, and abilities of such candidate, and is further subject to budgetary constraints and considerations and will be at the discretion of the Governor's Office.

**FINAL FILING DATE:
Until Filled**

DUTIES/RESPONSIBILITIES:

Under the general direction of the Undersecretary, Administration and Offender Services, California Department of Corrections and Rehabilitation (CDCR), this position has responsibility for the direct oversight of the Office of Labor Relations.

The Chief is required to exercise extensive leadership skills and have in-depth knowledge of labor contracts in order to provide advice and guidance to the Secretary and Executive Staff; and is responsible for a wide range of program activities with a high degree of independence.

The Chief receives delegation from the California Department of Human Resources (CalHR) for all "impact negotiations" and will monitor all negotiation/arbitration/grievance/unfair labor practice settlements or any other labor issues conducted by CalHR and CDCR. This includes both local and statewide negotiations. This also encompasses arbitrations/grievance/unfair labor practice settlements that may have fiscal impact or impact on language in collective bargaining agreements affecting CDCR.

TYPICAL TASKS OF THE POSITION:

The Chief serves as an advisor to the Undersecretary, Administration and Offender Services, as well as Executive Management in formulating strategies and contingency plans relating to contract and impact negotiations for all bargaining units which have direct relation to CDCR. As a member of the Secretary's executive management team, the incumbent is also responsible for the implementation of policies and procedures affecting labor relations and the Department. The incumbent also has the responsibility to ensure that the employee/employer relations within the Department do not impede our mission, goals, and/or operations.

Due to the extreme sensitivity, political nature, and intense legislative interest, the Chief ensures effective management of the various collective bargaining agreements which have direct relation to CDCR. This is achieved by a continuous direct interface with the executive management team and the Secretary. The incumbent ensures the effective and efficient implementation of policies and procedures affecting labor relations for the entire Department and provides assistance to the CDCR executive management team in preparing for testimony in legislative hearings and news media coverage.

As Chief, this position will be authorized to act for the Undersecretary in making decisions that have an impact on labor related issues and policies of CDCR.

DESIRABLE QUALIFICATIONS

- Experience in the management of a comprehensive labor relation program for a large multi-faceted agency or organization; and extensive knowledge of the labor relation principles, practices, and procedures and their applications.
- Experience in personnel management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff; knowledge of appropriate techniques in the areas of establishing partnerships, customer service, training, motivating staff, recognition, and progressive discipline; and a manager's role in contributing to and achieving an equal employment opportunity workplace.

ADDITIONAL QUALIFICATIONS

- Demonstrated, broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies in areas including, but not limited to, collective bargaining, negotiations, arbitrations, grievance settlements, and labor strategies.
- Ability to advise executive staff and the Undersecretary, Administration and Offender Services, on a wide range of sensitive and controversial issues, and make sound decisions that will uphold the integrity of the Department.
- Ability to analyze complex problems and recommend and/or implement effective courses of action regarding sensitive matters and maintain confidentiality using collaborative, evidence-based processes, without jeopardizing the integrity of the Department; and carry out the Department's mission.

- Ability to communicate effectively both orally and in writing; and develop cooperative working relationships with representatives of Legislative and Executive Branch members, the Governor's Office, regulatory agencies, the media, and collective bargaining units.

COMPENSATION AND BENEFITS

The State of California benefit package may include:

- Retirement contributions into the California Public Employees' Retirement System (CalPERS)
- Vacation and sick or annual leave
- Professional Development Day – two days per fiscal year
- Medical, dental and vision insurance
- Life insurance basic coverage of \$50,000 for managers and \$25,000 for supervisors, confidential and excluded employees.
- 11 holidays plus one personal day per year
- Voluntary enrollment into a deferred compensation program, Long Term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Services Plan

EXCLUDED EMPLOYEE RELOCATION CRITERIA

Applicants may be eligible for reimbursement of relocation expenses for lodging, meals, incidentals, mileage, and moving and storage. Applicants must meet qualifying relocation criteria in accordance with the guidelines set forth by the California Department of Human Resources.

THE DEPARTMENT

The California Department of Corrections and Rehabilitation operates all state youth facilities and adult institutions, oversees a variety of community correctional facilities and camps, and supervises all parolees during their re-entry into society. The Department's headquarters office is located in Sacramento, California.

REVIEW AND SELECTION PROCESS

An executive screening committee will conduct a review of all resumes. Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The Chief serves at the pleasure of the Governor and is an "Exempt" position, therefore appointment to this position and salary are subject to executive approval.

HOW TO APPLY

Qualified persons must complete and file an appointment application from the Office of the Governor. File the application on-line with the Governor's Office. Qualified persons must also submit a resume of qualifications and experience, and three professional references (names and telephone numbers) to Christina Acosta-Hoshall, Executive Appointments Unit, Office of Workforce Planning, California Department of Corrections and Rehabilitation at P.O. Box 942883, Sacramento, California 94283-0001, or in person at 1515 S Street, Room 101-N, Sacramento, California. For further information regarding this position, please contact Christina Acosta-Hoshall at (916) 445-9061 or via email at Christina.Acosta-Hoshall@cdcr.ca.gov.

Appointment applications from the Office of the Governor may be obtained through the Governor's Office website at: www.gov.ca.gov or www.gov.ca.gov/appointments

Note: If you previously submitted a Governor's application online for an Exempt position, it is not necessary to complete another online application. However, you must submit a letter of interest to the Office of the Governor, State Capitol Building, Sacramento, CA 95814 (Attn: Appointments Office). The letter of interest must state the position(s) for which you are interested in if it has changed from when you originally submitted the online application, along with a current resume. You must also submit your resume and references to the Executive Appointments Unit as noted above in "How to Apply."

DEPARTMENT OF CORRECTIONS AND REHABILITATION

*Vision: The overarching **vision** is to end the causes and tragic effects of crime, violence, and victimization in our communities through a collaborative effort that provides intervention to at-risk populations and quality services from the time of arrest that will assist our clients in achieving successful reintegration into society.*

*Mission: The overarching **mission** is to improve public by safety through evidence-based crime prevention and recidivism.*