

**JOB TITLE:** Assistant Chief of Labor/Labor Counsel  
**FLSA:** Exempt  
**LOCATION:** West Sacramento, CA  
**REPORTS TO:** Chief of Labor  
**SALARY RANGE:** DOE

Approved by:
COO: _____
Dept. Head: _____
H.R.: _____

**Job Summary:**

Under the direction of the Chief of Labor, General Counsel/Chief Operations Officer, and State President, provide support and supervision to the Labor Department while acting as an attorney for the CCPOA Labor Department and liaison between departments as well as state agencies.

**Essential Functions:**

- a. Lead complex negotiations on behalf of the Association.
- b. Assist and supervises in the overall responsibilities within statewide Labor Departments
- c. Act as a resource and Liaison between the Labor Division and other Divisions within CCPOA.
- d. Represent CCPOA membership on labor relations matters involving State Agencies.
- e. Advise and supervise Job Stewards and Field Representatives in the handling/processing of grievances and negotiation issues.
- f. Advises and supervises Field Representatives on negotiations and related responsibilities.
- g. Ability to travel statewide, work long hours including nights and weekends.

**Qualifications:**

A minimum of 5-10+ years' experience and training in labor relations or related field. A Juris Doctorate or equivalent degree from an accredited university. Admission to the California State Bar. Knowledge of collective bargaining principles, concepts, applications and processes. Ability to pass a criminal background and obtain a CDCR Contractor identification card to gain access to CDCR institutions and facilities. Must possess a valid California Drivers' License and submit to a background check.

**Duties:**

- a. Assists and supervises in the planning, direction and review of work within the Labor Department
- b. Monitors and performs day to day operations in the Labor Department
- c. Assists Chief of Labor with negotiations assignments as directed.
- d. Engages in legal research and analysis on relevant topics to support the Labor Department and the Association.
- e. Supervises work assignments distributed to Field Representatives and Labor Staff.
- f. When necessary, attends chapter meetings with/for Field Representatives.

- g. Ensures quality and timeliness of grievances and correspondence processed through the grievance and arbitration procedure.
- h. Assists, supervises and monitors the Supervising Field Representative and Labor Admin staff in the performance of their duties.
- i. Monitors, reviews and approves required reports (including timesheets, expense and mileage reports) submitted by Supervising Field Representative.
- j. Ensures timely processing of all telephone and mail inquiries.
- k. Ensures training and development of Field Representatives, Supervising Field Representative and Labor Administrative staff.
- l. Ensures CCPOA's training, including but not limited to Job Steward Training, and Negotiation Training is provided as necessary.
- m. Participate, analyze, and make recommendations regarding arbitration and legal matters.
- m. Ensures Labor Staff keep an updated calendar and maintain an awareness of the Field Representatives' and Labor Admin staff activities.
- m. Develops and provides additional training as needed.
- n. Writes and/or assigns articles for the CCPOA Peacekeeper magazine as directed.
- o. Ensures proper Labor Department coverage and staffing of CCPOA Offices.
- p. Delegates and/or assigns projects and special assignments to Field Representatives, Labor Admin staff and the Supervising Field Representative.
- q. Attends State Board meetings and the CCPOA Annual Convention and Training Conference as needed.
- r. Additional duties as assigned.

### **Physical Requirements**

	0%-24%	25%-49%	50%-74%	75%-100%
<i>Seeing:</i> Must be able to read computer screen and various reports				<b>X</b>
<i>Hearing:</i> Must be able to hear well enough to communicate with employees and others				<b>X</b>
<i>Standing/Walking</i>	<b>X</b>			
<i>Climbing/Stooping/Kneeling</i>	<b>X</b>			
<i>Lifting/Pulling/Pushing</i>	<b>X</b>			
<i>Grasping/Feeling:</i> Must be able to write, type, and use phone system				<b>X</b>

Note: The physical requirements listed may be performed with, or without, reasonable accommodation.