



**Labor Relations Representative**  
**Job # ACSS.2022.03**

The Association of California State Supervisors (ACSS), affiliate of California State Employees Association (CSEA), is California's largest and most experienced organization dedicated exclusively to advancing the employment and professional interests of California's state-employed supervisors, managers and confidential employees working in every state department and agency.

ACSS is looking for a **Labor Relations Representative** (\$5,452/mo - \$8,071/mo) to join its staff and actively contribute to the ACSS mission to fight for better careers and compensation for state supervisors, managers and confidential employees. This position will be based in Sacramento, CA.

**Job Duties:**

This position is responsible for representing individuals in administrative hearings and formal dispute resolution proceedings such as mediation or arbitration; conducting investigations; advising or influencing members, stewards, officials, and staff; and processing grievances and appeals up to and including final level of arbitration and the State Personnel Board, respectively.

This includes investigation, preparation of witnesses, exhibits and position papers, and general development of cases.

**Duties may include, but are not limited to:**

- Representing individuals and the Association in arbitrations, disciplinary matters, unfair practices and other administrative actions.
- Representing members and the Association through the meet and confer process including, but not limited to, collection and assimilation of demands and data, coordination and advocacy.
- Organizing the workplace by signing up members, assisting the workers in coming together for mutual aid and protection, and informing the workers of the benefits of membership in the Association.
- Aiding the Association, its members and official bodies in carrying out the objectives of the Association.
- Acting as technical advisor and coordinator to various Association bodies, stewards and officials.
- Providing advice, training, coordination and assistance to workers and job stewards on

matters of wages, hours and other terms and conditions of employment.

- Performing other staff, job steward and member training functions.
- Ability to independently handle difficult and complex issues in labor relations matters.
- Ability to exercise skills in interpersonal relationships.
- Performing other duties as required.

**Education:**

A certificate of successful completion of the University of California's Extension Program in Labor-Management Relations; or a four (4) year college degree

**Experience:**

For those individuals not possessing a four-year college degree, at least three (3) years of professional experience in employer/employee relations providing representation at a level equivalent to that required of a CSEA Labor Relations Representative.

For those who do possess a four (4) year college degree, at least one (1) year of professional experience in employer/employee relations providing representation at a level equivalent to that required of a CSEA Labor Relations Representative

**Other:**

Possession of a valid California driver's license and automobile

**Selection for this position will be based on the following criteria:**

- Ability to establish and maintain rapport and credibility with diverse demographic groups, as well as with professional, technical, administrative, and service workers.
- Knowledge of California's State Personnel Board and the Public Employee Relations Board is preferred.
- Effective written and verbal communication skills.
- Ability to listen actively and articulate issues.
- Ability to work nights and weekends.
- Proficient in Microsoft Office Suite including Outlook, Word, PowerPoint and Excel.

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Interested applicants should notify the CSEA Human Resources Department in writing (no phone calls) by sending an email to [careers@calcsea.org](mailto:careers@calcsea.org).

Please include your resume and list the job number (**Job # ACSS.2022.03**) and job title (**Labor Relations Representative**) in your subject line.