

Labor Relations Representative Supplemental Questionnaire

* 1. Please answer the following questions. Completion of the following supplemental questions is REQUIRED for your application and is an integral part of the evaluation process. Initially, it will be used to evaluate against the employment standards. For those applicants meeting the employment standards, this information will be critical in the subsequent competitive assessment to identify those candidates to be invited to continue in the examination process. Your responses to the questions may also be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the Competitive Rating evaluation has begun. Please include the name of employer, job title, dates of employment and number of hours worked per week for questions asking about your experience. A response of "see resume" or "see application" will deem your application incomplete. Vague, incomplete or non-responsive answers could result in no or low scores in a competitive rating process. Do you understand this requirement?

Yes

No

* 2. What is the highest level of education you have completed?

High School or GED equivalent

College (1 to 29 semester / 1 to 44 quarter units)

College (30 to 59 semester / 45 to 89 quarter units)

College (60 to 89 semester / 90 to 134 quarter units)

College (90 to 119 semester / 135 to 179 quarter units)

College (120 or more semester / 180 or more quarter units)

Associate's Degree

Bachelor's Degree

Master's Degree

Doctoral Degree

* 3. How many years of professional level analytical experience in the field of labor relations or human resources do you have? Qualifying labor relations or human resources experience includes experience serving as a member of negotiating committees; developing negotiating proposals; researching, analyzing and costing proposals; writing of labor agreements/contract language; and/or conducting meet and confers.

None

Less than one year

One to less than two years

Two to less than three years

Three to less than four years

Four to less than five years

Five to less than six years

Six to less than seven years

Seven to less than eight years

Eight or more years

* 4. Describe your professional level analytical experience in the field of labor relations or human resources. Qualifying labor relations or human resources experience includes experience serving as a member of negotiating committees; developing negotiating proposals; researching, analyzing and costing proposals; writing of labor agreements/contract language; and/or conducting meet and confers. Include your employer name, dates of employment, job title and hours worked per week. If none, type N/A.

* 5. What percentage of time did you spend working in the following areas: Labor Relations, Human Resources, or other related areas. Percentage of time must total 100%. If none, type N/A.

* 6. Describe your experience in the field of labor relations as a representative of a public agency, private company or an employee organization. In your response, include the name of each agency or employee organization, your specific role and responsibilities, and the number and complexity level of the matters you handled. If none, type N/A.

* 7. How many full-time employees were employed at the agency/company where you gained your labor relations experience? Include agency/company name. If none, type N/A.

* 8. Describe the reporting structure for the position you occupied where you gained your labor relations experience. Include whether it was a paid staff or volunteer position. If none, type N/A.

* 9. Describe your knowledge and experience with interpreting California and Federal laws relating to employment and labor relations. If none, type N/A.

* 10. Describe your experience in developing training materials and in training others in matters related to labor relations. Please include the specific topics trained. If none, type N/A.

* 11. Describe your role (committee member, official note taker, researcher or chief spokesperson) and responsibilities in labor contract negotiations. In your response, provide how many times you have participated in labor contract negotiations, the bargaining units you have negotiated with, your role in each negotiation, the make-up of the bargaining unit, e.g., law enforcement, blue collar, professional, etc., and how many employees were covered by the labor contracts you have personally negotiated. If none, type N/A.

* 12. Describe your experience in costing bargaining proposals, including what factors you considered. If none, type N/A.

* 13. Describe your experience in implementing the terms a labor agreement and administering a labor contract. If none, type N/A.

* 14. What is your experience in the creation of original labor contract language? Give examples. If none, type N/A.

* 15. In an average month, what were the number and types of grievances you were responsible for investigating and/or originating? If none, type N/A.

* 16. In an average month, what were the number and types of disciplinary actions you were responsible for investigating and/or originating ? If none, type N/A.

* 17. Describe your experience and role in preparing and presenting grievances or discipline cases before an arbitrator, civil service commission or hearing officer. In your response, describe how many times you have personally prepared and presented cases, the type and complexity level of the cases and if you have prepared post-hearing briefs. If none, type N/A.

* Required Question