

COUNCIL 82 STAFF REPRESENTATIVE

(Eastern New York Region)

JOB GOAL

To provide support, assistance, and strategic judgment to Council 82 and its locals through leadership development and training, investigation and processing of grievances and unfair labor practice charges, problem solving, internal and external organizing activities, communications, political action, and negotiations.

DUTIES AND RESPONSIBILITIES

Typical duties and responsibilities of a Council 82 staff representative include, but are not limited to, the following:

- Guiding local leaders and stewards in building the strength of each local and Council 82 by planning and implementing programs to increase rank and file involvement in actions and decisions that affect them, such as contract negotiations, budget-related and other legislative strategies and actions, work place issues, and involving new members.
- Attending local meetings to assist with activities, policies, and positions of the union, respond effectively and accurately to questions from the membership, and providing advice and guidance to the membership regarding issues or problems facing the workplace, union, and/or agency.
- Working with local stewards and officers to investigate, process, and resolve grievances at the agency level. Preparing and presenting recommendations to the Council 82 legal department regarding grievances which have not been resolved at the agency level.
- Assisting the Council 82 legal department in researching, preparing, and presenting grievances, including relevant exhibits and witnesses, interviewing and prepping witnesses, and preparing for the cross examination of management witnesses, etc.
- Composing letters, reports, briefs, newsletters, leaflets, and similar written material for internal and external dissemination.
- Chairing committees, meetings, and presentations.
- Reviewing and analyzing proposed legislation, budgets, and management reports impacting upon terms and conditions of employment for Council 82 members, and making reports and recommendations to Council 82's management team.
- Conducting Council 82's basic steward training program and working closely with the locals to ensure that stewards, officers, and rank and file members receive necessary training and development.
- Negotiating settlements, letters of agreement, and memorandums of understanding, when appropriate. Developing communication and ratification plans when appropriate.
- Serving as chief negotiator for locals, arranging team training, preparing proposals with team participation, conducting negotiations, mediation, and other dispute resolution steps if necessary.

- Serving as a key liaison at Council 82 trainings and conventions, providing overall planning, strategy development, and coordination of activities for locals and issues associated with said trainings and conventions.
- Responding promptly and accurately to telephone or written inquiries from members.
- Balancing numerous work priorities stemming from assignments containing various diverse locals/workplaces/agencies, etc.

ORGANIZATIONAL RELATIONSHIP

- The staff representative receives supervision from the Council 82 Staff Director, and works with Council 82's management team (Staff Director, Business Administrator, and General Counsel) and Council 82's executive committee and executive board.

QUALIFICATIONS

- Must be a current, former, or retired Council 82 member, with primary residence/principal place of abode in one of the following twenty-nine Eastern New York State counties: Clinton, Franklin, Hamilton, Essex, Warren, Fulton, Saratoga, Washington, Montgomery, Schoharie, Schenectady, Albany, Rensselaer, Greene, Columbia, Sullivan, Ulster, Dutchess, Orange, Putnam, Rockland, Westchester, Bronx, New York, Richmond, Kings, Queens, Nassau, or Suffolk.
- The successful applicant will have one or more of the following three levels of education and/or experience: (1) At least five years of experience as a union officer or steward resolving collective bargaining issues through negotiation, labor/management committees, and grievance procedures; (2) At least one year of experience either as a staff representative in a labor organization (preferably AFSCME Councils or Locals) or performing staff representative duties; (3) A college degree in labor studies, law, industrial relations, or criminal justice related majors.
- Experience acting as an advocate in grievance procedures or similar contested-case processes. Familiarity with mediation and other dispute resolution practices.
- Experience serving on labor management, employee assistance program, or health & safety committees.
- Strong written and verbal communications skills. Familiarity with labor relations vocabulary, logic, and persuasion tactics.
- Computer skills to include experience with Microsoft Word and Outlook programs as well as familiarity with database and spreadsheet programs.
- Demonstrable ability to organize and plan work in order to meet deadlines and commitments, to analyze and resolve complex problems, to research and interpret contracts and other legal documents, to develop and present training materials in a classroom environment, to research, prepare, and present grievance cases, and to work under stressful circumstances with little direct supervision are necessary.
- Experience organizing for unions or community organizing is highly desirable.
- A good understanding of the private or public employee collective bargaining law and labor union strategy and tactics.
- Negotiating experience as a principal spokesperson is an asset.

- Knowledge of current trends in health care and insurance issues, pension-related issues, and law enforcement, corrections, E-911, and security issues.
- Familiarity with human resources and employment law a plus.
- Strong leadership skills
- Ability to direct and oversee leaders and members in a volunteer organization.
- Ability to participate in team work, along with ability to direct a team toward a goal or deadline.

While this position is based in the Eastern New York region, this staff representative must be able to travel extensively throughout the State of New York and to work long, irregular, and unusual hours, including overnights, weekends, and holidays when necessary. Must have a valid driver's license, a reliable vehicle, and be insurable.

TO APPLY

Send Cover Letter and Resume to the Council 82 Staff Representative Hiring Committee (attention Ennio Corsi, Council 82 General Counsel), by mail at 63 Colvin Avenue, Albany, New York 12206, by email at ennio.corsi@council82.org , or by fax at 518-435-1523 **no later than the close of business on Wednesday, February 26th, 2020. Interviews of qualified applicants will be conducted in early March of 2020.**