

# **COUNCIL 82 STAFF REPRESENTATIVE**

## **(Central 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, workplace problems, recruiting, and involving new members.
- Attending Local meetings to report on activities, policies, and positions of the union, respond effectively and accurately to questions from the membership, and provide advice and guidance to the membership regarding issues or problems facing the workplace, union, and/or agency.
- Broadening the scope of representation and increasing our union membership through external organizing campaigns, including researching PERB and/or NLRB campaign requirements, conducting assessments, implementing campaign start-ups by making one-on-one contact with potential members/activists as well as committee development, communicating campaign messages, developing literature, and other duties necessary for a successful campaign.
- Strengthening union participation and increasing our membership through internal organizing campaigns by working with elected leadership to develop strategies for increased visibility of the union in the workplace and community, and building coalitions with other organizations that our members are affiliated with.
- Influencing members to mobilize and take action (e.g., phone banks, rallies, petition drives, people membership drives, voter registration, etc.) in support of the union's political agenda by informing and educating them about issues that impact them as workers.
- Serving as each Local's lead liaison with regard to legislative or budgetary matters and political agendas.
- Working with Local stewards and officers to investigate, process, and resolve grievances at the agency level. Preparing and presenting well-supported 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, 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 work 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 that 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 direct supervision from the Council 82 Staff Director, and works with Council 82's management team (comprised of the 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 or AFSCME member, with primary/principal residence within 90 miles / 90 minutes of the Auburn/Syracuse metropolitan area.
- 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 Local union officer or steward resolving collective bargaining issues through negotiation, labor/management committees, and the grievance procedure; (2) At least one year of experience either as a staff representative in a labor organization (preferably AFSCME) or performing staff representative duties; (3) A college degree in labor studies, law, industrial relations, public administration, or criminal justice related majors.
- Experience acting as an advocate in grievance procedures or similar contested-case process. Familiarity with mediation and other dispute resolution practices.
- Experience serving on labor management 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 public and private 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.
- Knowledge of current trends in pension-related 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 Central New York region, this staff representative must be able to travel extensively throughout the State of New York as necessary and to work long, irregular, and unusual hours, including overnights, weekends, and holidays. 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](mailto:ennio.corsi@council82.org) , or by fax at 518-435-1523 **no later than the close of business on Monday, June 6<sup>th</sup>, 2022. Interviews of qualified applicants will be conducted in late June/early July, 2022.**