

MICHIGAN AFSCME COUNCIL 25
JOB DESCRIPTION
FIELD STAFF REPRESENTATIVE

Salary Range: \$51,697.67 – \$75,893.60

This position requires knowledge of the National Labor Relations Act, Public Employee Relations Act, State of Michigan Civil Service Rules and Regulations, and other acts and regulations involving labor organizations representing both public and private sector employees for purposes of negotiating labor contracts and enforcing contractual provisions, public acts and court decisions for bargaining unit employees. This position consistently exercises discretion and independent judgment.

DUTIES: Assists Local/Chapter officers, stewards, and other work site leaders in developing strategies for contract negotiations, contract campaigns, anti-privatization fights and other programs. Handles bargaining unit servicing activities; plans and executes a program to expand the scope of representation. Representation functions include negotiating labor contracts, representing employees in grievance and disciplinary hearings, extensive writing, reading and telephoning to correspond with the membership and employers, attending Local/Chapter Union, Management, and other meetings, and keeping extensive and accurate notes and files for each bargaining unit, or group of members represented.

Communicates the union's vision for building strength and achieving growth to members and leaders and guides their activity on behalf of the union. Where the Union has achieved check-off, represents workers politically and through other means. In conjunction with regional management, actively promotes AFSCME's organizing agenda with affiliates, building political support and encouraging creation of strong organizing capacity at the Locals/Chapters. Communicates one-on-one with supporters, leaders and members and guides their activity on behalf of the union. Investigates and prepares PERA/MERC, NLRB, and FMCS filings. Works with Locals/Chapters to develop and implement internal organizing programs.

Prepares costing out of collective bargaining unit contracts and the effects of changes to new and existing contracts.

Staff Representatives are on call 24 hours a day and 7 days a week.

REQUIREMENTS: High school diploma or equivalent, three (3) to five (5) years of relevant organizing/servicing experience, or any combination of education and experience which provides the following knowledge, skills and abilities: knowledge of servicing union members at a professional level; knowledge of labor unions and labor relations; knowledge of labor board proceedings and hearings; knowledge of computers and applicable software; ability to plan and coordinate work activities; ability to establish and maintain effective work relationships with employees and members; ability to conduct research and gather information for negotiations, arbitrations, strategy development and other servicing activities; ability to negotiate collective bargaining agreements; ability to develop persuasive written and graphic documents; ability to do PERA, NLRB, and FMCS filings; ability to communicate effectively, orally and in writing; ability to effectively plan workers' actions including strikes. Must at all times possess a valid driver's license, suitable transportation, and provide proof of insurance at Council 25 mandated levels.

REPORTS TO: Regional Administrative Director