

OCSEA Job Posting

Applications should be submitted to the OCSEA Human Resource Executive at Wchambers@ocsea.org and will be accepted through **Friday, October 27, 2023 at 5:00 pm.**

OCSEA Position Description Grievance Manager (Non-Bargaining Unit)

Department: Office of General Counsel

Reports to: General Counsel

Job Goal: To manage the grievance operations and to oversee classification and compensation issues of the department in a manner which results in prompt resolution of contract administration and disciplinary disputes at the lowest possible level, while ensuring good contract enforcement and due process.

Duties and Responsibilities:

Overseeing grievance mediation and arbitration effectiveness by:

Consulting with Operations Directors, work groups, and other staff to determine grievance case theory, strategy, research and case preparation needs, and scheduling priority; collaborating with Operations Directors in the development of individual staff skill development plans; ensuring empanelment and selection of qualified third parties; and monitoring, evaluating and making recommendations regarding grievance processing procedures for effective dispute resolution of the lowest possible level. Investigate complaints and grievances and works with staff representatives and union leadership to resolve issues at the local level to resolve issues and to minimize grievance issues. Oversee the occupational injury leave (oil) appeal process. Assist in contract negotiations as assigned.

Ensuring leadership understanding and involvement by:

Developing the skills and abilities of the Arbitration Committee and other rank and file leaders regarding the dispute resolution process and systems; consulting with appropriate chapter, assembly and board members concerning critical case or decisions; reporting on department activities on a regular basis.

Advancing union grievances and dispute resolution goals by:

Maintaining effective relationships with management counterparts; developing and implementing joint or union strategies and plans; securing alignment and enrollment in such goals by other staff and elected leaders; monitoring, evaluating and reporting on progress in achieving union goals.

Managing classification and compensation systems by:

Overseeing the coordination of the union's review of State's classifications, reclassification requests, classification studies, class upgrade requests and responses to employer-requested modifications to the class plan; serving as a labor chair of the Classification Review Committee.

Grievance Manager

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Provides leadership and guidance by:

Ensuring adherence to appropriate administrative process and procedures; consulting with Operations Directors and other staff concerning strategies, priorities and tactics; consulting with and securing alignments of rank and file advisory committees; and supervising, coaching and leading department staff assigned to these matters. Plan and implement training to staff and leadership on contract issues.

Ensuring effective communication regarding grievance and dispute resolution activities:

Overseeing a system for timely, accurate notification of grievants and appropriate chapter leaders regarding the status of and activities regarding grievances or disputes being managed by the department; managing the preparation and promulgation of written arbitration summaries and catalogues; collaborating with Operations Directors and other staff to ensure timely dissemination of critical information to leaders and staff, and preparing reports and recommendations for consideration by the General Counsel, OCSEA President and Board.

Managing and developing direct reports by:

Using appropriate supervisory and coaching skills to foster employee growth and performance; Approve time sheets and leave request. Approve bills for the department.

Advising the department of regarding strategic goals and issues.

Authority

This position is responsible for the day-to-day administration including the supervision of other staff and development and implementation of operating systems and procedures. The incumbent in this position has the authority to represent OCSEA with the State regarding dispute resolution, classification or compensation matters. Consults with the General Counsel on complex and difficult cases or issues.

Minimum Qualifications:

Minimum of two (2) years in the labor movement as an officer, steward or staff person who routinely interacted with members, with experience in collective bargaining related issues. A thorough understanding of labor relations law and arbitration theory and practice; working knowledge of conflict management methods and dispute resolution theory; understanding of the principles and application of compensation and classification plans; and a practical understanding of union operations and procedures gained through full-time employment with a labor union are all essential to success in this position. Must have good writing and verbal skills, strong inter-personal skills. Pro-union philosophy and the ability to coach and lead staff are also essential. Ability to work with a variety of people from diverse backgrounds in emotionally charged situations. Must be able to travel throughout the State and possess a valid driver's license.

Pay Scale

Step 1 - \$87,475

Step 2 - \$90,973

Step 3 - \$94,612

Step 4 - \$98,398

Step 5 - \$102,334