

OCSEA Job Posting Staff Representative

Send Cover Letter, Resume and Completed Application to: Wanda Madison, OCSEA Human Resources Manager, 390 Worthington Road, Westerville, OH 43082 or wchambers@ocsea.org. Obtain Application at www.ocsea.org (at the bottom of the page under “employment”)

Staff Representative (Bargaining Unit)

Department: Field Services

Reports to: Operations Director

Job goal: To provide support, assistance, and strategic judgment to OCSEA chapters 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 an OCSEA staff representative include, but are not necessarily limited to the following:

- Guiding chapter leadership and stewards in building strength of the chapter and union 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, strategies to reduce contracting-out and other bargaining unit work protections, and the establishment and operation of viable committees at the chapter level.
- Attending chapter, assembly, and similar meetings to report on activities, policies, and positions of the organization, 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 and report significant membership actions or concerns to their operations director and other appropriate senior staff.
- Broadening the scope of representation and increasing our union membership through external organizing campaigns; including researching SERB and/or NLRB campaign requirements, conducting assessments, implementing campaign start-up 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, building coalitions with other organizations our members are affiliated with, resulting in increased membership involvement in subordinate bodies.

- 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.
- Serve as agency lead staff regarding legislative or budgetary matters, or regarding political agendas, such as the district grassroots committee efforts.
- Working with chapter stewards and officers to investigate, process, and resolve grievances at the agency level. Preparing and presenting well-supported recommendations to the arbitration or discharge review committee regarding grievances that have not been resolved at the agency level.
- Researching, preparing, and presenting grievance arbitration cases as the principal union advocate, including opening and closing statements or closing briefs, selection of relevant exhibits and witnesses, prepping witnesses, cross-examining management witnesses, etc.
- Composing letters, reports, briefs, newsletters, leaflets, and similar written material for internal and external dissemination. Chairing committees, meetings, and oral presentations.
- Reviewing and analyzing proposed legislation, budgets, and management reports impacting upon terms and conditions of employment for OCSEA members, making written and oral reports and recommendations to appropriate senior staff.
- Conduct OCSEA's basic steward training program and work closely with the education department to ensure that stewards, officers, and rank and file leaders within assigned chapters receive necessary training and development.
- Negotiating settlements, and agency-specific contract language in the form of letters of agreement or memorandums of understanding, when appropriate. Developing communication and ratification plans when appropriate.
- Serving as chief negotiator for local units of government, state offices, and agencies, arranging team training, preparing proposals with team participation, conducting negotiations, mediation, and other dispute resolution steps if necessary; negotiating rates and other aspects of health insurance; negotiating pension-related issues; meeting timelines and other requirements of 4117.
- Serving as lead staff for agency-level functions such as the principal union representative on state-wide labor-management and/or health and safety committees, utilizing such forums for the identification and resolution of issues and problems impacting the membership, and influencing the character of the labor-management relationship at that agency.
- Serving as the key liaison at designated assembly functions, providing overall planning, strategy development, and coordination of activities for chapters and issues associated with that assembly.
- Responding promptly and accurately to telephone or written inquiries from members.

- Balancing numerous work priorities stemming from assignments containing various diverse chapters/workplaces/agencies, etc.

Organizational relationship: the staff representative receives direct supervision from the Operations director and works with management staff and other staff representatives.

Qualifications:

- The successful applicant will have one or more of the following three levels of education and/or experience: 1. At least three years of experience as a union officer or steward resolving collective bargaining issues through negotiation, labor/management committees, and the grievance procedure; 2. At least one year of experience as a staff representative in a labor organization (preferably AFSCME); 3. Graduate-level degree in labor studies, law, or industrial relations.
- 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 or health & safety committees.
- Strong written and oral communication 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 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 arbitration 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 various models of trade 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.
- Ability to direct and oversee leaders and members in a volunteer organization.
- Ability to participate in teamwork, along with the ability to direct a team toward a goal or deadline.

- Must be able to travel extensively throughout the state of Ohio and to work long, irregular, and unusual hours, including weekends and holidays. Must have a valid driver's license, a reliable vehicle, and be insurable.

Pay Scale: \$81,457 - \$95,245