

PENNSYLVANIA STATE EDUCATION ASSOCIATION
Job Description

Job Title: UniServ Representative

Reports to: Region Field Manager and Region Field Director

BU/FLSA Status: SO/Exempt (Salaried)

Job Category: Professional

Level: Eight

Job Summary

This position provides comprehensive support to local associations within a cluster, including service as a strategist, organizer, negotiator, consultant, coordinator, communicator, advocate, and trainer. UniServ Representatives must be familiar with, and supportive of, PSEA's statewide goals, initiatives, and positions. They may serve on local, regional, and statewide committees and work groups, provide training and workshops for members and staff, and perform other assignments both within and outside of PSEA.

Job Duties and Responsibilities

1. Train and support local leaders in planning and assessing local association operations, meetings, and activities.
2. Provide training and support to assist locals in maintaining, engaging, and increasing membership.
3. Provide training and support to assist locals in identifying, recruiting, and developing leaders.
4. Serve as primary consultant or lead negotiator for collective bargaining and other situations where the local must negotiate with the employer.
5. Prepare locals for all aspects of collective bargaining by providing training and support to develop strategies, priorities, and proposals; collect and analyze relevant bargaining data; develop effective negotiating teams; develop community organizing plans; prepare for contract ratification; and address other bargaining-related issues that arise.

6. Provide training and support to assist locals in preparation for impasse resolution and contract campaign efforts, including, but not limited to, fact-finding, non-binding interest arbitration, work-to-rule campaigns, information picketing, and strikes.
7. Advise locals in contract interpretation, contract monitoring and enforcement, grievance writing, grievance processing, duty of fair representation, and advocacy. When necessary, draft grievances and serve as an advocate for the local throughout the grievance process.
8. Advise and represent bargaining unit members in labor and employment matters such as discipline, suspension, furloughs, termination, dues and fair share, unfair labor practices, contractual disputes, work rules and conditions, seniority, and other related issues.
9. When necessary to advance the interests of locals or members, seek the expertise and support of PSEA's specialized resources such as legal, research, educational services, member benefits, program services, communications, government relations, and administrative services.
10. Work effectively with Governance to advance the interests of locals and members.
11. Conduct training for locals and members in areas such as labor and employment law, school law, retirement issues, local association policies and procedures, collective bargaining, community relations, relational and issue organizing, and political activism.
12. Participate in ongoing training sessions related to collective bargaining, labor and employment, school law, grievance processing, organizing, membership development, educational issues, and other subjects related to PSEA's goals, mission, and values.
13. Assist in supporting PSEA's political action by contacting local and state government officials, participating in election campaigns in accord with applicable laws, and training locals to participate in the political process for the purpose of advancing locals' and PSEA's goals and interests.
14. With the assistance of the Region Advocacy Coordinator, engage in internal, external and community organizing campaigns, with an effort to both strengthen and grow our local associations, regions, and the state organization.
15. Interact in a collaborative and cooperative manner with other UniServs and PSEA staff as part of assigned work teams or as needed to advance PSEA's and members' interests.
16. Participate in preparing budget proposals for the region office.
17. Participate in interviewing applicants for associate staff vacancies. If applicable, participate in a portion of the UniServ Selection Process.
18. Provide other staff services as assigned by the Region Field Manager.

Knowledge, Skills, and Abilities

- Knowledge of all aspects of labor relations and relevant labor, employment, and school law.
- Knowledge of all aspects of collective bargaining and contract enforcement, including salary schedule construction, contract interpretation, fact-finding procedures, grievance processing, member advocacy, solidarity initiatives, political action, and community relations.
- Ability to develop strategic planning, manage negotiating teams, and bargain effectively.
- Ability to communicate clearly and effectively both orally and in writing.
- Ability to apply organizing theories and philosophies in direct service to associations and training of local leaders.
- Skill in establishing positive interpersonal relations with members, local leaders, staff, governance, third party neutrals, school district officials and representatives, NEA representatives, consultants, and others who have a working relationship with PSEA.
- Skill in effective listening by demonstrating attention to, and conveying understanding of, the ideas and opinions of others.
- Ability to assess people, situations, and information quickly and to react in a manner that will advance the interests of PSEA's local associations and members.
- Ability to find creative solutions to resolve interpersonal disputes and contentious situations facing local associations.
- Ability to manage one's workload and exercise self-discipline in an unstructured work environment.
- Skill in advocating for a cause, particularly in the face of pressure, stress, and adversity.
- Ability to develop and effectively deliver presentations and conduct training sessions that incorporate adult learning theory, both within and outside the organization on a variety of subjects related to unionism, advocacy, labor relations, and other pertinent topics.
- Ability to support internal, external, and community organizing activities.
- Ability to travel both within and outside the state.
- Knowledge of, and commitment to, the values, goals and mission of PSEA.

Qualifications

Must have a Bachelor's Degree in a related field and have five years of experience in labor relations as an advocate, mediator, or arbitrator, with actual experience as a participant in negotiations, contract enforcement, or arbitration.

Relevant and substantive labor relations experience within a local association or other union will be considered in satisfying the experience requirement.

A law degree or a master's degree in labor relations, industrial relations, labor law, or a related field may be substituted for two years of the required experience.

Must possess a valid driver's operating license. Ability and means to travel on a flexible schedule and possibly for extended periods of time. Must maintain and provide proof to PSEA of sufficient auto insurance coverage for business purposes.

Updated: 8/5/15