

NATIONAL FEDERATION OF FEDERAL EMPLOYEES

Job Description

JOB TITLE: **National Business Representative/Organizer**

Reports To: National President- Exempt

Prepared by: JDF

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SUMMARY:

This position is primarily responsible for organizing, contract negotiations and administration, training, and other labor relations functions associated with servicing National Federation of Federal Employees locals and membership by performing the following duties

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

Schedules and coordinates local, regional and national organizing campaigns following National Federation of Federal Employees (NFFE) strategic plan to increase current membership and sustain existing membership.

Serves all locals in assigned geographic region in the administration of existing Collective Bargain Agreements (CBA) and assists local leadership to ensure provisions of the CBA are being administered in accordance with the appropriate laws, rules and regulations.

Serves as Chief Negotiator for locals and nationwide consolidated units in the preparation of negotiable contract proposals and coordinates meetings with negotiating team members.

Participates in contract negotiations sessions, Federal Mediation and Conciliation Service (FMCS), Federal Service Impasses Panel (FSIP) proceedings and Federal Labor Relations Authority (FLRA) negotiability appeals when necessary.

Reviews agency head review determinations concerning negotiability issues and advises locals.

Provides support to all assigned locals regarding all facets of labor relations including assisting locals in processing grievances, arbitrations, and statutory appeals concerning disciplinary actions, adverse actions and other CBA violations pursuant to appropriate laws, rules and regulations.

Interfaces with local management as necessary to assist assigned locals.

Displays tact and diplomacy, reacts to critical/sensitive problems and attempts informal resolution of complaints and thoroughly investigates all issues as necessary.

Serves as Training Coordinator and Instructor for all assigned locals regarding all facets of labor relations training including CBA training, grievance/complaint handling, and arbitration.

Participates in Lobby Week activities, other assigned training requirements, conference calls with national staff, and prepares detailed weekly reports.

Designs, manages, organizes and implements recruiting and organizing campaigns.

Participates in public policy activity such as legislative and political work

Represents the union in community and labor coalition activities.

Plans and implements training of stewards, leaders, and members.

Leads and/or assists in contract negotiations.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Intellectual

- Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Technical Skills - Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Interpersonal

- Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Leadership

- Visionary Leadership - Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to peers and subordinates.
- Delegation - Delegates work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results.
- Leadership - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.
- Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Organization

- Diversity - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment.
- Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- Organizational support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.
- Strategic Thinking - Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses; identifies external threats and opportunities; adapts strategy to changing conditions.

Self-management

- Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Motivation - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.
- Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- Quantity - Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.
- Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree (B.A.) in Labor Relations from four-year college or university; and one or more years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of: Internet Software; Spreadsheet Software (Excel); Word Processing Software (Word); Electronic Mail Software (Outlook); Presentation software (PowerPoint); and Cyber-fed Systems.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid driver license and acceptable motor vehicle record

OTHER SKILLS AND ABILITIES:

- Excellent organizational, leadership, interpersonal communication and computer skills
- Clear and conceptual thinking ability is a plus.
- Excellent judgment and discretion; ability to handle multiple priorities simultaneously, meet deadlines, and handle work-related stress is required.
- Friendly, courteous, service-oriented, professional, and outgoing.
- Remain calm and professional in stressful situations.
- Detail-oriented and work effectively under pressure while meeting all applicable deadlines.
- Must be able to work independently and productively with minimum supervision.
- Recognize problems, identify possible causes and resolve routine problems.
Ability to establish and maintain professional atmosphere.

OTHER QUALIFICATIONS:

- Able to work a flexible schedule to include weekends.
- At least one year of Labor Relations experience (handling grievances, arbitrations, appeals, and contract negotiations).
- Must be a current member of NFFE-International Association of Machinist and Aerospace Workers (IAM) and must have been a member in regular dues-paying status for the previous two years with no break in paying dues prior to selection as the Business Representative.
- Must maintain membership for the duration of employment with NFFE.
- Must either currently reside in the geographic service area, or if not currently a resident of the state within the area, be willing to relocate to a location mutually agreed to by NFFE and by selected applicant.
- Must be capable of and willing to travel for extended periods of time.
- The duties of the position demand a heavy travel schedule.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

This position is a bargaining unit position represented by the National Business Representatives Association.