

# NATIONAL FEDERATION OF FEDERAL EMPLOYEES

## Job Description

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

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Reports To: National President, DBR

Revised by: JDF, YMP

1-24-2024

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#### SUMMARY:

This position is primarily responsible for organizing, contract negotiations and administration, training, and other labor union functions to empower and support National Federation of Federal Employees locals and membership by performing the following duties:

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Each essential duty may demand the Business Representative travel extensively, for extended periods of time, and/or on short notice, and include the following:

1. Local Support. Provides support to all locals in assigned territory in all facets of labor union activism and labor management relations. Promotes union values and principles and expands union presence in the workplace. Provides guidance as needed on various ways to assert union and employee rights. Thoroughly investigates all issues as necessary and resolves routine, critical or sensitive problems. Serves as primary liaison between locals in their assigned region and the National Federation of Federal Employees (NFFE) National. Implements the NFFE strategic plan in coordination with locals. Advises locals on compliance with internal policies and best practices for well-functioning locals. Interfaces with management as necessary to assist assigned locals.
2. Recruiting and Organizing. Designs local, regional and/or agency-specific organizing and recruiting campaigns following National Federation of Federal Employees (NFFE) strategic plan to increase current membership and sustain existing membership. Schedules and coordinates extensively with locals on implementation.
3. Collective Bargaining. Assists locals with interpretation and administration of existing Collective Bargaining Agreements (CBA) in compliance with applicable laws, rules and regulations. May be assigned as Chief Negotiator for locals and nationwide consolidated units. Coordinates local leadership and union members as appropriate on the formulation and preparation of negotiable contract proposals. Leads or assists negotiating team in contract negotiations sessions, Federal Mediation and Conciliation Service (FMCS) sessions, Federal Service Impasses Panel (FSIP) proceedings, Federal Labor Relations Authority (FLRA) proceedings and National Labor Relations (NLRB) proceedings when necessary. Reviews agency head review determinations concerning negotiability issues and advises locals.
4. Representation. Assists locals as needed with enforcement of Collective Bargaining Agreements. Attempts informal resolution of complaints and assists in processing grievances, arbitrations, and statutory appeals concerning disciplinary actions, adverse actions and other CBA violations pursuant to appropriate laws, rules and regulations. Represents individuals and locals before FLRA, NLRB, Merit Systems Protection Board (MSPB) and Equal Employment Opportunity Commission (EEOC) when necessary.

5. Training. Serves as Training Coordinator and Instructor for all assigned locals regarding all facets of labor union training including CBA training, grievance/complaint handling, and arbitration. Develops local, regional and/or agency-specific training programs to educate officers, stewards, committees, and members on a wide-variety of labor activities to engage and activate NFFE members. Schedules and coordinates extensively with locals on training topics and logistics. May be assigned to lead or attend training at the IAM training center in Hollywood, Maryland.
6. Public Policy Advocacy. Participates in Lobby Week activities, other assigned training requirements, conference calls with national staff, and prepares detailed weekly reports. May serve as delegate to conventions. Represents the union at conferences, traditional and social media outreach, and in community and labor coalition activities.
7. Other. Other duties and training requirements may be assigned. Participates in regular conference calls with national staff and prepares detailed weekly reports of their activities.

#### SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

#### COMPETENCIES:

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

##### Intellectual

- Unionist –Understands the principles of solidarity, fairness and justice. Knows labor union values and practices them as their own.
- Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs workflows 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. Values honesty and transparency.
- 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; recognizes and tailors the message to the appropriate target audience; 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

- Vision- Establishes and maintains a professional and cooperative atmosphere. 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; seeks and accepts feedback from others; gives appropriate recognition to others.

### Organization

- Diversity – Seeks out diversity of opinions, backgrounds, and experiences in all endeavors. Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment. Takes or creates opportunities to promote diversity across all union activities.
- Ethics – Understands our duty to each other, our obligation to the bargaining unit as a whole, and is committed to protecting and advancing union member's rights derived from law and the IAM Constitution. Exercises judgment to avoid conflicts of interest or misconduct. 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.
- 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 and discretion- 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 – Works independently and productively with minimum supervision. 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; handles multiple priorities simultaneously; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.
- Professionalism - Approaches others in a tactful, courteous, and diplomatic manner; reacts well under pressure; manages work-related stress and regulates themselves in stressful situations; 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 and shares ideas with others; 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:

- Mediation or conflict resolution skills.
- Language proficiency other than English is valued but not essential.

#### 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 where appropriate 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.**