

APEA/AFT
Class Specification
Field Associate/Representative
LOCATION: APEA/AFT FIELD OFFICE IN ANCHORAGE

DEFINITION:

Under general supervision of the regional manager, the incumbents provide a wide range of member services including grievance administration, member training, and advocacy on behalf of members in disciplinary and contract violation matters. The incumbents are also required to participate in organizing activities at the work site level and participate in activities directed at organizing new units.

DISTINGUISHING CHARACTERISTICS:

Field Associate is the entry-level professional staff position responsible for the administration of member services under general supervision. Incumbents are expected to handle less complex individual grievance matters up to, but not including the level of arbitration. Incumbents may assist in the pursuit of class action grievances. Incumbents provide assistance to senior staff in the preparation for and presentation at arbitration hearings. Incumbents may be required to assist in contract negotiations. Incumbents may be required to assist higher level employees prepare for ALRA hearings. Incumbents participate in organizing at the work site level with an emphasis on member to member communication. Incumbents may be assigned a lead role in certain specific areas, like evaluations, classification, overtime determinations, health insurance, etc.

The Field Representative I is the journey level professional staff position responsible for the administration of member services under general supervision. Incumbents are expected to handle individual grievances, up to and including arbitration. Incumbents may be required to act as Chief Spokesperson in less complicated negotiations. Incumbents may be required to present less complex ALRA hearings.

The Field Representative II is the expert journey level professional and/or lead staff position responsible for the administration of member services under minimal supervision. Incumbents are expected to handle individual grievances of all complexities and all class action grievances, up to and including arbitration. Incumbents may be required to act as Chief Spokesperson in all negotiations.

Compensation comparable to SU contract and Ranges 16 (FAssoc), 18 (Rep1) & 20 (Rep2) DOE&Q.

EXAMPLES OF DUTIES:

- Depending upon level, analyze, make recommendations, and take action on problems identified with contract administration, personnel rules, and regulations.
- Investigate individual grievances and labor problems through meetings with appropriate officials and members. Attempt resolution of these problems through these meetings.

Research documentation and make factual determinations. File grievances or other appeal, if appropriate.

- Assist Employee Representatives in resolving labor problems and disputes.
- Assist other staff with, and/or alone depending on level, preparation for and presentation at arbitration.
- Explain contract terms or interpretation based on established policy and practice
- Assist senior staff with, and/or alone depending on level, the investigation and pursuit of class action grievances.
- Assist in the conduct of contract negotiations, at the appropriate level.
- Conduct work site organizing activities, may participate or lead activities in member to member communications.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Principles and practices of labor contract administration, contract negotiation, grievance handling and arbitrating disputes; labor law principles, personnel principles and practices.

Ability to: Analyze complex labor relations problems, disputes and questions and make sound recommendations; read, comprehend, interpret and apply written material such as statutes, personnel and labor relations texts and journals, labor agreements, and similar resource material; speak and write clearly and effectively; work cooperatively and effectively with management and union representatives and employees

MINIMUM QUALIFICATIONS:

Education and/or experience equivalent to BA degree in labor relations or personnel management. Experience as APEA/AFT officer and/or Employee Representative may be substituted if the experience includes substantial and active participation in APEA/AFT activities, grievance investigation and dispute resolution. **Experience as a full time labor relations or human resources practitioner may be substituted on a year-by-year basis for educational requirements.**