

AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
Affiliated with the AFL-CIO
80 F St NW, Washington, DC 20001-1528

MEMORANDUM: Human Resources/Vacancy #29

DATE: 06/26/2024

TO: ALL EMPLOYEES
National Headquarters and District Offices

FROM: Everett B. Kelley
National President

Handwritten signature of Everett B. Kelley in black ink, with the initials 'CB/DC' written to the right of the signature.

SUBJECT: Vacancy Announcement #29 – Supervisory Labor Relations Specialist
(DHA), G-13, Defense Health Agency (DHA) Task Force

The purpose of this memorandum is to advise you that a vacancy now exists for the position of Supervisory Labor Relations Specialist.

Selection to fill the vacancy will be made according the National Executive Council's policy on hiring.

Official station: National Office

The attached position description sets forth the duties, qualifications, and responsibilities of the position.

All interested applicants must submit resumes to: jobs@afge.org. Attention: Supervisory Labor Relations Specialist to the Human Resources – Vacancy Announcement #29. Expressions of interest from **(internal candidates)** must be received by the close of business on July 5, 2024.

cc: National Executive Council
Finance Department

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THE AFGE CAREER WEBSITE)

American Federation of Government Employees (AFGE)

Department: National President's Office
Location: National
FLSA Classification: Exempt
Position Title: Supervisory Labor Relations Specialist, DHA Task Force
Salary: Grade 13
Date of Revision/Creations:

I. INTRODUCTION

This position is located in the Washington, D.C. National Office. This position is a professional expert in the labor-management, employee advocacy, workplace representative process and issues specifically within the Defense Health Agency. The DHA Task Force seeks to promote a culture of union building, leadership identification, permanent campaign mode and union transformation. Workplace representation encompasses contract negotiations, mid-term bargaining, contract enforcement, organizing, enforcement or change of existing laws and regulations, the strengthening of locals and councils, and related issues.

These functions are performed in a wide array of program areas such as: labor- management relations and human resource management, and in a wide variety of delivery methodologies, such as casework, organizing, supporting assigned locals and/or council, training institutes and conferences, position papers, and email and internet media.

Although all functions are subject to assignment at any time, the work variability is high, with cyclical shifts among emphases, such as national level bargaining assignment, personnel system design, mobilizing and organizing, and building labor-management adversarial skills among the membership. Frequent travel, sometimes on short notice, is required.

The DHA Task Force works collaboratively, and depends on teamwork, mutual support, and creative thinking.

II. MAJOR DUTIES AND RESPONSIBILITIES

The incumbent will be responsible for the day-to-day supervision of Labor Relations Specialists and administrative staff associated with the DHA Task Force. The supervisor is expected to train, mentor, and guide staff under their supervision, AFGE leaders and members in bargaining, grievances, establish strategic goals for the Federation as to the representation and membership growth in DHA.

Under the direction of the National President's Office, the supervisor will oversee the workload and completion of assignments of the employees under their supervision. The incumbent will remain in regular contact with the staff, reviews their reports and evaluate their effectiveness, advises the supervisor of work deficiencies, recommends discipline as well as recommend recognition of outstanding work.

The incumbent is a professional expert in the labor-management relations, employee advocacy and workplace representation rights, processes and related issues. The incumbent will be involved in a full and varied range of activities in the core functions that will include:

- Provide leadership, guidance, and training to help ensure that the DHA Council and locals have a strategic plan for workplace representation.
- In appropriate cases, serve as chief negotiator for DHA locals or Council.
- Develop and use training courses to teach locals and the council how to bargain effectively under various conditions, with an emphasis on preparation and on membership involvement.
- Provide guidance to union representatives in all aspects of collective bargaining (including grassroots membership-based campaigns), grievance rights, appeal rights, contracting out, health & safety, and workers' compensation issues, primarily within the Department of Defense.
- Provide policy recommendations, position papers, and legislative testimony in support of AFGE positions, and attend meetings as the AFGE representative in matters relating to the Defense Health Agency.
- Other duties as assigned.

The position will require the incumbent to independently confront new issues and problems and to creatively apply knowledge, research, analysis, and problem-solving abilities. Exceptional oral, written, and interpersonal skills are required.

III. WORK ENVIRONMENT

This job operates in a professional environment working to establish Federation goals as they pertain to the Defense Health Agency. The incumbent will routinely use standard office equipment such as computers, fax machines, scanners, and phones. Long hours are periodically required. Travel is required. The employee will periodically be required to do some lifting and/or move items over 10 pounds.

IV. CONTROLS OVER WORK

The incumbent exercises significant control over the work product and helps to ensure that AFGE and office goals and objectives are properly developed and met. The incumbent works under the supervision as determined by the National President's Office for the DHA Task Force. Teamwork among the task force members is necessary and required.

V. QUALIFICATION REQUIREMENTS

Must have the ability to acquire a broad knowledge of federal labor law, personnel laws

and regulations, and applicable precedents, as needed for assigned projects, and be familiar with the collective bargaining process. In addition, applicants must have:

1. Extensive experience demonstrating a high level of skills in labor-management relations and federal sector employee rights.
2. Extensive experience demonstrating a high level of skill as a chief negotiator of labor agreements, a track record of success in complex bargaining, and recognition of when to use interest-based versus traditional adversarial techniques and union advocate in ULP processes, arbitrations, etc.
3. Experience or qualifications supervising employees.
4. The ability to diagnose organizational challenges and offer appropriate assistance, as well as lead organizations in developing strategic plans.
5. The ability to speak and write effectively, as well as the ability to mediate, advocate, persuade, teach, and guide others.
6. The ability to analyze information and prepare policy papers with recommendations.
7. The ability to conduct effective research, including but not limited to in the law library and on-line.
8. The ability to prepare teaching and resource material.
9. The ability to work independently with little supervision but as part of a team.
10. The ability to help organize and mobilize workers.
11. Experience engaging in representation on behalf of employees of the Department of Defense/Defense Health Agency and preferably have experience representing employees in a health care environment.

Applicants must have completed a four-year college course leading to a bachelor's degree, plus three years specialized experience, or an equivalent combination of education and experience. Post-graduate degrees in law or labor-related programs a plus.

Must have an interest in and loyalty to the labor union movement.

VI. EEO STATEMENT

AFGE provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, pregnancy, marital status, sexual orientation, personal appearance, gender identity and/or gender expression. In addition to federal law requirements, AFGE complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. The policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.