

**AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES**  
**Affiliated with AFL-CIO**  
**80 F Street, NW, Washington, DC 20001**

**MEMORANDUM:** Human Resources/Vacancy #33

**DATE:** May 28, 2024

**TO:** ALLEMPLOYEES  
National Headquarters and District Offices

**FROM:** Everett B. Kelley *Everett B. Kelley CB/DC*  
National President

**SUBJECT:** Vacancy Announcement – Workers’ Compensation Administrative Assistant G-8/9  
(OPEIU), Department of Field Services and Education

The purpose of this memorandum is to advise you that the vacancy exists for the position of Workers’ Compensation Administrative Assistant in the Department of Field Services and Education, effective immediately.

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

**Official Station:** This position can be performed remotely or based in Washington, D.C., National Office

All interested applicants must submit resume to: [jobs@afge.org](mailto:jobs@afge.org). Attention: Vacancy Announcement #33 to the Human Resources Department. Expression of interest from **(internal candidates)** must be received by the close of business on Monday, June 5, 2024.

cc: National Executive Council  
OPEIU Chief Steward  
Finance Department

**FOR BULLETIN BOARD POSTING**  
**NOT TO BE REMOVED**  
**(ADDITIONAL COPIES OF THIS POSTING MAY BE OBTAINED FROM**  
**THE AFGE CAREER WEBSITE)**

## POSITION DESCRIPTION

### American Federation of Government Employees (AFGE)

**Department:** Department of Field Services and Education  
**Location:** National Office  
**FSLA Classification:** Non-Exempt  
**Position Title:** Workers' Compensation Administrative Assistant  
**Date of Revision/Creations:**

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#### I. INTRODUCTION

This position can be performed remotely or in the Washington, D.C. National Office, based on the candidate, in the Field Services & Education Department (FSED). This position is an administrative assistant to the workers' compensation specialist, assisting with employee advocacy, workplace representative process and issues. The FSED is the department focused on promoting organizational change. Its role goes beyond traditional servicing and attempts to link various portions of AFGE's field operations in order to strengthen and retool local unions and Councils. As such, it seeks to promote a culture of *permanent campaign mode* and *union transformation*.

FSED develops and oversees the implementation of AFGE's workplace representation strategy. Workplace representation encompasses contract negotiations, mid-term bargaining, contract enforcement, enforcement or change of existing laws and regulations, exercising national consultation rights, the strengthening of locals and councils, and related issues. The FSED operates by performing the following basic functions: (1) providing technical guidance, training, information, and assistance; (2) developing policy options for the union; (3) conducting national-level liaison with government agencies; (4) making full use of electronic media to communicate with all levels and groups within the Federation, (5) assisting locals and councils in the development of campaigns around issues that affect the membership, (6) integrating member education into the process of organizing and representation .

The department performs these functions 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, support to assigned bargaining councils, 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.

FSED's services are provided in support of the National Officers, the National Executive Council, District Offices, other Departments, Bargaining Councils, and Locals. The office works collaboratively, and depends on teamwork, mutual support, and creative thinking.

## **II. DUTIES AND RESPONSIBILITIES**

1. The incumbent is expected to assist the Workers' Compensation Specialist (WCS) with assisting and coordinating the case loads of FWCS, as well as tracking cases, offering assistance, resources, and providing guidance. The person selected for this position will also assist with the implementation of a multi-stage strategic plan to provide WCFS support to every AFGE member. This position will provide a centrally coordinated network of Workers' Compensation Field Specialists (WCFS) who provide worker' compensation representation and advocacy.
2. Assist the Workers' Compensation Program Manager and Specialist in developing a training program for WCFS, including initial training for new WCFS, and supplemental materials for ongoing trainings and skill development.
3. Assist the Workers' Compensation Program Manager and Specialist in developing and implementing WCFS boot camps to train, exercise and prepare new WCFS.
4. Assist the Workers' Compensation Program Manager and Specialist in their preparation, to serve as representative to members with workers' compensation claims, including but not limited to assisting with representing members during the review process, hearings, reconsiderations, and appeals.
5. Assist the Workers' Compensation Program Manager and Specialist with coordinating with other Departments, Districts and Councils to implement workers' compensation based organizing materials and campaigns.
6. Assist the Workers' Compensation Program Manager and Specialist in their writing of feature articles for AFGE publications and webpages.
7. Assist the Workers' Compensation Program Manager and Specialist with their preparation of drafts legislative proposals, congressional testimony, and position papers on matters related to workers' compensation.
8. Frequent travel, sometimes on short notice, is required.

## **III. CONTROLS OVER WORK**

Works under the supervision of the Director of the Field Services and Education Department, and Workers' Compensation Program Manager, who assigns work, provides guidance, approves leave, evaluates performance, and carries out other personnel functions. Work is reviewed in connection with the goals and objectives of the Federation and the Department.

#### **IV. QUALIFICATIONS**

1. 3 years specialized experience in case management, eligibility screening, data entry, customer service.
2. Bachelor's degree or equivalent combination of education and experience.
3. A high level of knowledge, skills, and abilities in the area of workers' compensation.
4. Demonstrated successful experience in assisting with the implementation of workers' compensation, including the case load management.
5. Must be an effective team-oriented person who can work cooperatively in a diverse, political organization.
6. Strong interpersonal and communication skills. Ability to communicate effectively both orally and in writing. Excellent customer service skills.
7. Knowledge of the U.S. labor movement.
8. Must be legally employable in the U.S.

#### **V. QUALIFICATIONS**

The G8 level is identical to the G9 level position except that it reflects one-year successful completion and the demonstrated ability to perform at a higher level of independence. The G9 incumbent at this level will perform with minimal supervision, have demonstrated the ability to manage a robust workers' compensation caseload, conduct intake screening for cases, and schedule follow-on meetings as necessary. Incumbent at this level will be capable of independently interacting with members and staff providing updates of workers' compensation program.

#### **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. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.