

AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
Affiliated with the AFL-CIO
80 F St NW, Washington, DC 20001-1583

MEMORANDUM: Human Resources\Vacancy #43

DATE: November 16, 2020

TO: ALL EMPLOYEES
National Headquarters and District Offices

FROM: Everett B. Kelley
National President

Everett B. Kelley ^{BOPE}

SUBJECT: Vacancy Announcement – NVAC Supervisory Attorney, NBU, G14A, General Counsel's Office

The purpose of this memorandum is to advise you that a vacancy now exists for the position of NVAC Supervisory Attorney in the AFGE General Counsel's Office, effective immediately.

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

Official station: National Office

All interested applicants **must submit resume to:** jobs@afge.org, Attention: Vacancy Announcement #43 to the Human Resources Department. Expressions of interest must be received no later than the close of business on December 4, 2020. Internal candidates must apply no later than November 24, 2020 for priority consideration.

cc: National Executive Council
Finance Director

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)

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|------------------------------------|---------------------------|
| Department: | General Counsel's Office |
| Location: | National |
| FSLA Classification: | Exempt |
| Position Title: | NVAC Supervisory Attorney |
| Date of Revision/Creations: | November 2020 |

I. INTRODUCTION

This position is located at the AFGE National Office in the AFGE General Counsel's Office. The NVAC Supervisory Attorney serves the AFGE, National Veterans Affairs Council (the NVAC) and supervises the NVAC legal program. The incumbent provides legal advice and representation to NVAC officers and staff at all levels of the union, provides related advice and guidance, and/or conducts litigation pertaining to the interpretation and application of: the Civil Service Reform Act (CSRA) of 1978, Title 38 of the U.S. Code, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, as amended, the Rehabilitation Act, the Fair Labor Standards Act, the Labor-Management Reporting and Disclosure Act of 1959, Title V of the Code of Federal Regulations, the NVAC Master Labor Agreement, and related laws, rules, regulations and agency policies.

This position is the first line supervisor for NVAC Staff Counsel and other staff working on NVAC matters, as assigned by the AFGE Deputy General Counsel for Litigation. The incumbent serves under the legal supervision of the Deputy General Counsel for Litigation.

II. POSITION SUMMARY

The incumbent provides specific supervision and overall direction and guidance to the NVAC Staff Counsel in the General Counsel's Office. The incumbent is expected to use independent judgment and to coordinate responsibilities on issues affecting the NVAC legal program and to take the lead on significant NVAC matters at the direction of NVAC leadership. The incumbent is responsible for the day-to-day legal services of the NVAC legal program, first line supervision of the NVAC Staff Counsel attorneys, and for interfacing directly with, and coordinating closely with, the officers of the NVAC. Information handled by the incumbent is often of an extremely confidential and sensitive nature. This position is excluded from all bargaining units.

III. MAJOR DUTIES AND RESPONSIBILITIES

1. Administrative

Plans, organizes, and directs work of the NVAC legal program in close coordination with the NVAC officers. Receives, processes and coordinates requests for services and assistance from the National VA Council, Locals, departments, and districts in accordance with the established policies of the Federation and NVAC policies. Provides information and recommendations to

the Deputy General Counsel for Litigation and/or NVAC relating to the operation and administration of all the legal services. Where changes are required, recommends corrective action.

Advises and consults with the Deputy General Counsel for Litigation and/or NVAC on issues, policies, and programs regarding all aspects of the NVAC legal program, as needed. Communicates and implements relevant administrative and operational policies. Coordinates and works in daily contact with the management team as required.

2. *Supervision*

Plans, organizes, assigns, directs, evaluates, and reviews the work including the supervisory evaluations of the NVAC Staff Counsel. Establishes goals and priorities making adjustments when necessary to accommodate changing work situations. Provides advice, guidance, and instruction to NVAC staff as needed, during and at completion of assignments. Reviews and approves satisfactory correspondence for signature, calling attention to special problems, precedents, and policy matters. Resolves work related problems and is authorized to admonish or reprimand employees. Refers serious disciplinary or performance problems to the Deputy General Counsel for Litigation in writing, with recommendations for resolution.

3. *Legal*

Plans and develops the legal services and strategies of the NVAC legal program under the legal direction of the Deputy General Counsel for Litigation in close coordination with the NVAC. Monitors changes to Federal and advises and assists in developing legal staff response to those changes. Develops national policy papers on those issues and recommends legal strategies to improve status in the workplace. Analyzes/synthesizes topical areas of interest to facilitate clear communication to the National VA Council that will promote targeted grassroots support for NVAC's mission. Provides legal defense and support to the National VA Council in administrative matters.

IV. CONTROLS OVER WORK

Works under the legal supervision of the Deputy General Counsel for Litigation who makes assignments and issues minimal instruction and guidance, in close coordination with the NVAC officers. Assigns priorities, evaluates performance, approves travel and leave, issues commendation and admonishments. The incumbent is expected to work creatively, independently, and bring innovations to the position.

V. QUALIFICATIONS

- The incumbent must have a J.D. degree or greater from a validly accredited law school.
- The incumbent must be admitted, or immediately eligible for admission, to practice law before: the District of Columbia Court of Appeals, the United States District Court for the District of Columbia, the United States Court of Appeals for the District of Columbia Circuit, and the United States Court of Appeals for the Federal Circuit.
- The incumbent must be a member in good standing of all bars to which the incumbent is admitted.

- The incumbent must have at least five (5) years' experience representing federal-sector unions and employees in federal district and appellate courts, as well as before arbitrators and administrative agencies, such as the MSPB, the EEOC, and the FLRA. Experience on precedent-setting or otherwise significant cases is preferred. Incumbent must also have experience supervising attorneys and other legal staff.
- The incumbent must have expertise in a wide range of federal-sector labor and employment law, laws relevant to employees of the Department of Veterans Affairs, as well as a thorough knowledge of AFGE structure, policies and procedures.
- The incumbent must have sound judgment and have a demonstrated ability to provide verbal and written analysis and guidance in a concise and cogent manner, often on short notice, and be able to work cooperatively with AFGE NVAC officers, members and staff, Congressional staff, members of the public and, on occasion, the media.

VI. WORK ENVIRONMENT

This job operates primarily in a professional office environment at AFGE, and sometimes in a V.A. administrative or medical facility, or local union office. The incumbent routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Periodically long hours are required. Incumbent will often experience constant interruptions and inflexible deadlines. The noise level in this environment varies from quiet to loud. Duties are performed primarily indoors. Travel is required and occasionally travel for longer periods of time may be necessary. Travel may be on short notice, with possible extended temporary duty assignments outside the metropolitan D.C. area.

VII. PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is regularly required to talk and hear. The incumbent frequently is required to stand, to walk, to use hands to finger, handle or feel, and to reach with hands and arms. This position requires the ability to occasionally lift office products, files and supplies, up to 25 pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Incumbent will perform the bulk of his or her duties in an office environment at a desk with a computer. Incumbent must be able to work in a stationary position for extended periods of time. Incumbent must be able to pick up and deliver documents between individuals, offices, and on occasion other buildings.

Incumbent frequently communicates information with members, union officers, arbitrators, judges, clerks and attorneys inquiring about the status of the case by talking and listening on a telephone and/or telephone conference call. Must be able to understand questions posed by these individuals, remain patient, pleasant and exchange accurate information with them.

Vision ability sufficient to view a computer screen for long periods of time while closely observing the details of complex and lengthy digital documents is required. Operates a computer and a computer printer almost constantly.

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected. A valid driver's license is required.

VIII. 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 or genetics. 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.

AFGE expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. AFGE complies with the requirements of federal law and with applicable state and local laws governing workplace harassment.