

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

**MEMORANDUM:** Human Resources/Vacancy #49

**DATE:** December 9, 2021

**TO:** ALL EMPLOYEES  
National Headquarters and District Offices

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

**SUBJECT:** Vacancy Announcement - Legislative Representative - National  
VA Council, Grade 13/14, National Office

A vacancy exists for the position of Legislative Representative - National VA Council in the Legislative Department, effective immediately.

Selection to fill the vacancy will be made according to the AFGE/OPEIU #2 Contract and the National Executive Council's policy on hiring.

Official Station: National Office

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

All interested applicants **must submit resume to:** [jobs@afge.org](mailto:jobs@afge.org), Attention: Vacancy Announcement #49 to the Human Resources Department. Expressions of interest from **(internal candidates)** must be received by the close of business on Friday, December 17, 2021.

cc: National Executive Council  
Chief Steward, OPEIU  
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)**

**Department:** Legislative Department  
**Location:** National  
**FSLA Classification:** Exempt  
**Position Title:** Legislative Representative  
**Date of Revision/Creations:** December 2020

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**CLASSIFICATION:** LEGISLATIVE REPRESENTATIVE (NVAC)

#### **I. INTRODUCTION**

To promote and advance the legislative objectives of the American Federation of Government Employees, AFL-CIO, and its National VA Council in the U.S. Congress and the Administration. Provides advice, guidance, consultation, coordination, and otherwise supports the expressed and implied will of the membership for legislation. This includes maintenance of sound work relationships with the U.S. Congress and staff members; execution of liaison and lobbyist functions; introduction of favorable legislation; keeping informed of and expressing the AFGE view on proposed legislation; coordinating departmental efforts to prepare bills and legislative comments; coordinating with grassroots, political, policy, legal, labor relations, and communications staff to ensure successful promotion of legislative agenda; and keeping National and District offices, and its National VA Council, and members informed of progress.

#### **II. MAJOR DUTIES AND RESPONSIBILITIES**

1. Participates in planning, organizing, coordinating and conducting legislative programs to carry out mandates from the Convention, and the President of the National VA Council. Formulates and develops written legislative, grassroots, and political strategy proposals and programs to assist the NP, the President of the National Council and the NEC to accomplish the legislative goals and mandates of the Convention and the VA Council. Tracks, analyzes, and prepares testimony, researches legislative history and provides policy research on issues concerning members.
2. Performs liaison and lobbyist functions of a business and social nature, including attending daily multiple meetings with Representatives and

Senators as well as their staffs. Attends Congressional hearings, subcommittee and committee markups, and floor votes in both chambers on Capitol Hill. For this reason, hours are unpredictable due to nature of congressional activity. Represents AFGE, the Legislative Director and the National VA Council in contacts with personnel throughout AFGE, Congress, Federal agencies, and labor organizations. Collects or delivers proposals, bills, reports, correspondence and recommendations to foster and keep communications channels open, makes arrangements for AFGE experts to comment upon or help introduce legislation and personally ensures that the position of AFGE and the council are clearly understood. Fosters a high level of trust through sincere and honest personal relationships. Keeps Director informed of progress, obstacles, and unusual developments.

3. Works in close coordination and harmony with other AFGE departments and staff on legislative matters and support. Specifically:
  - A. Communications Department - Ensures that this department is furnished timely and current information on the Federation's legislative initiatives, victories and activities in order to properly disseminate such information to the media, districts, locals, councils and AFGE activists. Provides information and ideas to help the department refine and focus its public relations message.
  - B. Membership and Organization - Participates in all membership recruitment efforts, including lunch and learns, and metropolitan organizing initiatives throughout the country.
  - C. Political Action Committee (PAC) - Supports and assists the AFGE-PAC Director in fundraising activities. Makes recommendations to Legislative and Political Director on the distribution of contributions in a manner that will support and enhance the union's legislative objectives.
  - D. Grassroots - Works closely with the Field Mobilization Director and Legislative and Political Organizers in the field to identify, train and develop a cadre of local and council activists to provide legislative and political action to advance the union's legislative goals. Ensures that the union's legislative message is delivered to local and council activists, and that they, in turn, lobby their Representatives and Senators on AFGE initiatives.
  - E. Training - Conducts frequent training for members on legislative issues and lobbying techniques, as well as other matters. Supports AFGE legislative and political program in headquarters including during the annual legislative conference, and at multiple events in the field.

- F. Policy and Field Services and Education Departments - Works closely with economists, labor relations specialists, and other technicians to develop arguments and positions on a wide range of legislative issues. Develops and coordinates policy paper and testimony production.
  - G. General Counsel's Office (GCO) - Works closely with staff attorneys to ensure legislative proposals address AFGE legal concerns.
4. Reviews and signs lobbying reports to the Senate and House reflecting extent of such activities as registered AFGE lobbyist.
  5. Some travel by air and surface transportation is required.
  6. Performs other duties as required.

### **III. WORK ENVIRONMENT**

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

### **V. CONTROLS OVER WORK**

This is a professional salaried position that is exempt from the FLSA. Reports to the Director of Legislation, Political and Grassroots Mobilization, and works under her general supervision. Work requires thorough familiarity with the process and people through which legislation is introduced and enacted; a working knowledge of federal personnel statutes; and knowledge of AFGE policies and procedures. Performance is evaluated in terms of personal and departmental accomplishments and effectiveness in meeting AFGE legislative goals and objectives.

### **VI. QUALIFICATIONS**

1. Applicant must have five years of relevant U.S. Congressional legislative experience from working on Capitol Hill or lobbying the Congress. Applicants must have a thorough knowledge of the legislative process. Experience with issues related to the Department of Veterans Affairs is a plus. Experience working on Capitol Hill preferred.

2. Applicant must have bachelor's degree, and due to the complexity of the legislative issues facing AFGE members, graduate/law degree is strongly preferred.
3. Applicant must be familiar with and able to analyze legislative bills, proposals, reports, make recommendations regarding them, and prepare written testimony.
4. Applicant must have a comprehensive understanding of AFGE's legislative goals.
5. Applicant must have a deep and abiding commitment to the American labor movement.
6. Applicant must be an exceptional analyst and writer.
7. Grade 14 level is available to incumbents in Grade 13 after one year in service. To be promoted from Grade 13 to Grade 14 Legislative Representative, incumbent must be able to operate independently, with very little direct supervision, while simultaneously keeping the Director informed of all important matters. Incumbent must have demonstrated extraordinary skills in the ability to resolve complex legislative challenges, and be able to strategize with Field Mobilization Director and PAC Director in the absence of the Director. Incumbent must have close working relationships with all members of the LPAD, including field staff, and must stay generally up to date on all legislative matters affecting AFGE members in order to provide substitute backup for other legislative representatives if necessary.

## **VII. 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.