

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

MEMORANDUM: Human Resources/ Vacancy #8

DATE: March 11, 2021

TO: ALL EMPLOYEES
National Headquarters and District Offices

FROM: Everett B. Kelly *Everett B. Kelly CBDC*
National President

SUBJECT: Vacancy Announcement – Chief of Staff to the National President, National President Office

A vacancy now exists for the position of Chief of Staff to the National President, National President Office, effective immediately.

Selection to fill the vacancy will be made according to 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 resume to jobs@afge.org, Attention: Vacancy Announcement #8 to Human Resources. Expressions of interest from (internal candidates) must be received by the close of business on Friday, March 19, 2021.

cc: National Executive Council
Director, Finance

FOR BULLETIN BOARD POSTING
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AFGE WEBSITE)

POSITION DESCRIPTION

American Federation of Government Employees (AFGE)

Department:	National President Office (NPO)
Location:	National
FSLA Classification:	Exempt
Position Title:	Chief of Staff to the National President (NP)
Date of Revision/Creations:	February 2021

CLASSIFICATION: Chief of Staff to the National President, ELS

INTRODUCTION

AFGE is the largest union representing over 700,000 Federal and District of Columbia government workers. The union represents federal workers in over 40 federal departments and agencies including all eligible components of Defense, Veterans Affairs, Homeland Security, Social Security, HHS, Justice and Prisons, Labor, Agriculture, HUD, EPA, OPM, GSA, State, Education, SBA, Mint, NIH, National Science Foundation, Smithsonian, etc. There are about 980 AFGE locals. There are over 35 national bargaining units and national bargaining councils, which are agency focused with their own Executive Boards. AFGE has locals in every state, numerous territories and in some countries overseas.

The National President's office is located at the headquarters building in Washington DC. The National President is the Chief Executive Officer of AFGE under the AFGE constitution. The National President is Chair of the AFGE National Executive Council (NEC). In addition to the President, the NEC is made up of 14 other officers of AFGE, located in 12 geographic Districts and the District of Columbia.

AFGE has approximately 300 employees. There are 4 unions that represent different staff positions within AFGE and 4 separate collective bargaining agreements. In addition, there are non-represented employees made up mostly of managers and confidential employees.

AFGE is a formal affiliate of the AFL-CIO. In addition, every local is affiliated with the 50 State AFL-CIO State Federations of Labor and AFGE is affiliated with several AFL-CIO other affiliated bodies. AFGE also is in coalition partnerships with a sizable number of organizations that promote workers interests and/or services that the government provides.

I. THE ROLE OF CHIEF OF STAFF TO THE NATIONAL PRESIDENT

The Chief of Staff to the National President supports the President in every aspect of the President's duties and activities, directly manages a small team within the NPO and coordinates/liaise with/supports other NPO departments and programs that report to the Office of the President.

To understand the breadth of the Chief of Staff management, advisory role, information support, preparation of documents supports and coordination support functions, it is helpful to understand the breadth of the duties and responsibilities of the National President.

1. Chief Executive Officer of AFGE who shall exercise supervision over the affairs of AFGE. This includes the requirements that the President is the sole authority for AFGE's staffing and recruitment and AFGE's sole signatory authority on commercial and/or personnel/labor contracts on behalf of AFGE.
2. In accordance with convention mandates, it shall be the duty to plan and pursue policies which will promote the welfare of the organization.
3. Preside over the National Convention as Chair. In addition to managing the daily schedule of activities and floor debate, this includes all the management and administration of the necessary staff and logistics of the convention activities, including the support material, speakers, technical and AV equipment, parliamentarian, and independent election company to insure a smooth convention.
4. Preside over the NEC as Chair. This includes the planning, management of and coordination of all the necessary logistics and informational/staff support for the NEC meetings and deliberations. The NP is deeply involved in the establishment and oversight of the AFGE budget as it relates to AFGE as well as to the Office and the departments and programs under the NP's supervision and the financial matters of the federation. Under the constitution, all contracts and personnel actions must be authorized by the NP. The NP is a Trustee on the AFGE Pension Trust and a Trustee of the AFGE 401K program. The NP provides management of the employee health and life insurance programs as well as the member benefits program.
5. The National President is also a Vice President of the AFL-CIO, a member of the governing bodies such as the AFL-CIO General Board and a Member of the AFL-CIO Executive Committee. In addition, the President serves on numerous AFL-CIO Committees, such as Political, Legislative, Civil Rights, Organizing, etc. Also, the NP sits on the Boards of several working bodies affiliated with the AFL-CIO such as: The Veterans Council, Department of Professional Employees, Transportation Trades Department, Union Privilege as well as several serves on boards of AFL-CIO Constituency groups.
6. The President is the chief liaison and advocate for AFGE interacting with Executive Branch whether it is the White House officials and staff, Secretaries of Departments or other high-ranking Agency officials including OPM and OMB. AFGE represents employees in over 40 Departments and Agencies plus sub agencies.
7. The National President is the union's highest-ranking lobbyist and advocate which requires regular interaction with the Leadership in Congress as well as Committee Chairs and Members. The NP is called to testify before numerous Congressional Committees with jurisdiction over the affairs of federal and DC Government employees, labor relations and workers in general. The NP must interact the AFGE Legislative and Political team daily to stay abreast of the numerous issues moving in Congress at any given time.

8. The NP is union's chief Political Advocate interacting with key candidates around the country as well as key political leaders who are also key coalition leaders. The NP oversees AFGE's Political Action Committee. The President is called upon to visit states as part of the AFGE and AFL-CIO programs to educate members on the issues and candidates. Helping elect supportive office holders to the WH, Congress and even state and local offices is vital to eventually being successful in the various bodies—WH, Congress, DC Mayor, DC Council, the Courts, bodies enforcing Worker and Union Rights, etc. Preparing for and following a change in US Presidential Administrations.
9. The NP is often the public face of AFGE. The President must do regular interviews with the national and local media for print, digital, radio and TV. AFGE has an outstanding record of being interviewed and quoted by the media in support of the AFGE agenda. Visibility in regular media and social media is a key strategy and tactic for furthering AFGE's interests.
10. The NP is also the key internal face of the union providing leadership to leaders and members. As such, the NP is called upon to travel and attend many functions at all levels of the union. In addition, the NP is involved with the message transmission through a variety of internal communications devices. The NP must develop and implement performance goals to keep the internal communications program current and be a valuable tool in delivering important information to the leaders and members.
11. The NP also has a number of internal responsibilities relative to the processing of internal charges among the locals and councils, suspension of officers, review of local, council and NVP election appeals and the placement and administration of affiliate bodies under trusteeship.

II. PROGRAMS AND DEPARTMENTS

The NPO itself has systems designed to move all matters for NP review, decision, action, authorization, or signature. There is a heavy daily volume of incoming and outgoing correspondence, contracts, vouchers, personnel actions, and requests for further action which need to be acted upon as quickly as possible. As the NP has overall management responsibility for AFGE becoming a stronger union with a focus on continuous improvement, better management processes, program development and performance, leader development, staff development, change management and strategic planning to name a few.

The COS supports the NP in all functions. The NP office also includes direct advocacy on behalf of AFGE including a policy staff. The COS is called upon to be knowledgeable of AFGE issues and may be called upon to advocate in meetings on the Hill, with the Executive Branch and other coalition partners. The NP travels a great deal to attend national, district, council and local functions, conferences, and meetings. As the NP is the decision-maker on hiring personnel in the programs under the NPO, the NP is deeply focused on the selection of the personnel in the key positions for leading those programs. As such, the COS's judgment is important when advice or recommendations is offered on the selection.

Several key departments and programs are under the direction and supervision of the President. These programs are critical to the success of AFGE in strengthening the union for the future as

well as advocating for AFGE members. The COS will assist the President with ensuring alignment of departmental programs, priorities and goals with the strategic direction and priorities of the President by liaising, coordinating, and collaborating with others in support of achieving AFGE's shared goals. The departments with which the COS will work closely may include but are not limited to:

- The Office of General Counsel provides legal advice and direction for AFGE matters related to membership, officers, elections, governance, employees, legislations, etc.
- The Legislative, Political and Mobilization Department lobbies for AFGE legislative interests; leads lobbying/mobilization program; manages AFGE PAC donations.
- The Membership and Organizing Department develops and directs the membership and organizing strategies; boost AFGE power through membership growth and engagement.
- The Communications Department promotes AFGE through internal and external communications and media channels; leverage technology to expand AFGE's message.
- The Field Services and Education Department provides guidance, training, support, and policy recommendations to AFGE and affiliates on labor-management matters.
- The IT Department manages and secures IT, email and data management system and network offering point of service utilization for each local, council, NEC, and staff.
- The Service, Copy, and Mail Department manages the design and delivery of print and e-materials; oversees copying, mailing, and shipping services.
- The Human Resources Department manages strategic and operational human resources programs and services focused on creating a great place for all employees to work.
- The Headquarters Building and Maintenance manages the daily and long-term building operations and maintenance for AFGE and its tenants.

III. DUTIES AND RESPONSIBILITIES

1. Under direction of the President, the Chief of Staff (COS) provides advice, support, and assistance to the NP in carrying out the duties and responsibilities of the NP identified above including the collaborating with staff to develop or improve systems, processes, and procedures.
2. The COS, in consultation with NPO staff and others, provides advice and assistance on management functions such as strategic planning, change management, financial management, department, and program management as well as makes critical recommendations in hiring key staff.

3. The Chief of Staff accompanies the National President's for meetings with key stakeholders in the White House, agencies, the AFL-CIO, other unions, or coalition partners or acts a representative on behalf of the NP for such purposes. The COS may also be called upon to represent the NP at some internal meetings held by Districts, Councils, and Locals.
4. Under the direction of the NP and in collaboration with department leaders, the Chief of Staff may recommend, assign, direct, and review the work of staff engaged in the implementation of the National President's Office programs.
5. In collaboration with department leaders and elected officials, advises the NP on the development and oversight of organizational goals, priorities, and budget.
6. Coordinates and collaborates closely with AFGE national leadership and managers to develop integrated campaigns for growing membership, improving representation, educating activists, and forwarding the policy objectives of the membership.
7. Coordinates with AFGE District, Council, and Local leadership in building organizational capacity and solidarity on causes important to the Federation's membership.
8. Provides counsel and analysis to the President on key Federation programs and issues.
9. Aids with the review of data on the implementation of the Federation's various plans.
10. May be called upon to instruct or speak at AFGE conferences or trainings.
11. May be called upon to deliver remarks at government or other conferences to deliver AFGE's point of view.
12. Under direction of the NP, the COS has overall management responsibility of the planning and administration of the AFGE conventions. In addition, this includes assisting the NP and NEC in the development of policy issues for consideration by convention delegates.
13. This position can serve as a key position in the orientation to the detailed duties and a quick successful transition when a new President takes over.

IV. 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. Travel is required and position may require long periods of travel. 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

Incumbent will work under the day-to-day supervision and under the direction of the National President as well as applicable law, regulation, the AFGE constitution and policies of AFGE.

VI. QUALIFICATIONS

1. Graduate from an accredited four-year university with a bachelor's degree in public administration, management, or closely related field. Graduate degree strongly preferred but not required.
2. At least 10 years of relevant experience with a minimum of 3 years of relatable management experience in a fast-paced, issue-driven advocacy organization.
3. Demonstrates relatable experience planning and executing interdisciplinary organizational strategy for a complex, national organization, including collaboration, team building and facilitation skills.
4. Experience working with change management and strategic planning.
5. Exhibit experience in building membership/public awareness and engagement in advocacy campaigns.
6. Responsible for managing and helping to manage budgets.
7. Employee management and supervisory experience.
8. Experience working with a diverse leadership, staff, membership, and issue portfolio.
9. Strong writing and analytical skills are a must.
10. Ability to communicate effectively interpersonally, orally, and in writing.
11. Understanding of how politics and government function strongly desired.
12. Understanding and support of the labor movement.

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.