MEMORANDUM: Human Resources/Vacancy #36          DATE: December 9, 2022

TO: ALL EMPLOYEES
    National Headquarters and District Offices

FROM: Everett B. Kelley
      National President

SUBJECT: Vacancy Announcement – Deputy Director, Grade 14, Field Services & Education Department

A vacancy now exists for the position of Deputy Director, Field Services & Education Department, 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: Deputy Director Field Services & Education #36 to the Human Resources Department. Expressions of interest from (internal candidates) must be received by the close of business on Friday, December 16, 2022.

cc: National Executive Council
    Finance Director
    Human Resources

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: Field Services & Education
Location: National Office
FSLA Classification: Exempt
Position Title: Deputy Director
Date of Revision/Creations:

CLASSIFICATION: Deputy Director, Grade 14

I. INTRODUCTION

This position is in the Washington, D.C. National Office, Field Services & Education Department (FSED). This position is a professional in labor rights under law, regulation collective bargaining, enforcement and is expert in employee advocacy, workplace representative process and issues, as well as program coordination, and project management. The position is a key advocate for improving/defending rights as well as other issues of concern to government agencies both government wide (e.g., OPM, OMB, FLRA), as well as individual agencies. The position ensures the staff will be expert in all these areas for labor advocacy, supports other departments and Policy offices to analyze impact of proposals and to develop alternatives, and may, upon occasion, be called upon to act as a spokesperson for the Department and Federation.

FSED is the department focused on promoting organizational change. Its role goes beyond education and traditional servicing and attempts to link various portions of AFGE’s field operations to strengthen and retool local unions and Councils. As such it seeks to promote a culture of permanent campaign mode and union transformation.

The Deputy Director assists the Director in the management of the department and carries out assignments related to the department's functions. The Deputy Director may also coordinate with other departments, as many issues require a multifaceted approach to include organizing and mobilization around the issues.

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. MAJOR DUTIES AND RESPONSIBILITIES

Assist the Director in planning, organizing, and leading the work, programs, and priorities of the department. Receive, and in cooperation with the other professional staff, review, evaluate, and provide the services and assistance requested from districts, councils, and locals in accordance with established policies of the Federation.

Provide leadership, guidance, and training to help ensure that councils and locals have a strategic plan for workplace representation. In appropriate cases, serve as chief negotiator for bargaining councils. Develop and use training courses to teach locals and councils 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. Provide policy recommendations, position papers, and legislative testimony in support of AFGE positions, and attend meetings as the AFGE representative.

Help to establish and achieve goals, objectives, operating guidelines, schedules, priorities, and deadlines for regular and special work assignments.

Assist the Director in the management/supervision of the Field Services employees. The incumbent is expected to utilize and develop methods for maximum communication and development of ideas with the department staff. This includes round table discussions, staff meetings, brainstorming, and constant interaction with the employees. Help plan, develop, and recommend special studies and projects for and at the request of the National President, or his designee, to meet the needs of the Federation.

Represents AFGE, with the various governmental bodies, agencies, commissions, councils, boards, and panels, including the AFL-CIO and other unions.

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.

IV. CONTROLS OVER WORK

Works under the direction of the Director and the National President, who prescribes policy, direction, program objectives and goals.
V. QUALIFICATION REQUIREMENTS

Must have the ability to acquire a broad knowledge of 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. A four (4) year course in an accredited college or university leading to a bachelor's degree in Labor Relations, Labor Studies, Business Administration, Public Administration, or any like or closely related field of study, and three (3) years of specialized experience.

2. Extensive experience demonstrating a high level of skills in labor-management relations and employee rights.

3. Extensive experience researching, writing, and engaging issues of national policy and labor.

4. Experience demonstrating a high level of skill as a chief negotiator of labor agreements, success in complex bargaining, and recognition of when to use interest-based versus traditional adversarial techniques and union advocate in ULP processes, arbitrations, etc.

5. The ability to analyze information and prepare policy papers with recommendations.

6. The ability to diagnose organizational challenges and offer appropriate assistance, as well as lead organizations in developing strategic plans.

7. The ability to speak and write effectively, as well as the ability to mediate, advocate, persuade, teach, and guide others.

8. The ability to conduct effective research, including but not limited to in the law library and on-line.

9. The ability to prepare teaching and resource material to help organize and mobilize workers.

10. The skills and ability to integrate all activities in the mission of the Field Services Department in a manner that will ensure maximum utilization of resources toward the fulfillment of the goals and objectives of AFGE.

11. The capacity for analyzing and understanding the strengths and weaknesses experienced at all organization levels of AFGE as well as the nature of how AFGE, as a union, functions.

12. Must be a U.S. citizen with 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.