MEMORANDUM: Human Resources/Vacancy #33

DATE: July 26, 2023

TO: ALL EMPLOYEES
   National Headquarters and District Offices

FROM: Everett B. Kelley
      National President

SUBJECT: Vacancy Announcement – Supervisory Workers Compensation Specialist, G-13 (NBU), Department of Field Services and Education

The purpose of this memorandum is to advise you that a vacancy now exists for the position of Supervisory Workers Compensation Specialist 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: National Office

All interested applicants must submit resumes to: 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 Thursday, August 3, 2023.

cc: National Executive Council
    Finance Department

FOR BULLETIN BOARD POSTING
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POSİTİON DESCRİPTİON

American Federation of Government Employees (AFGE)

Department: Department of Field Services and Education
Location: National Office
FSLA Classification: Exempt
Position Title: Supervisory Workers Compensation Specialist, G-13
Date of Revision/Creations: 

CLASSIFICATION: Supervisory Workers Compensation Specialist, G-13

I. INTRODUCTION

This position reports to the Washington, D.C. National Office, Field Services & Education Department (FSED). This position is a professional expert in workers’ compensation, employee advocacy, workplace representative process, and issues that supervises others with this expertise.

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 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.

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

1. The incumbent is expected to supervise an aggressive workers’ compensation representation program for AFGE, to provide a centrally coordinated network of Workers’ Compensation Field Specialists (WCFS), who provide worker’ compensation representation and advocacy. Responsible for working with Districts and Locals to identify, recruit, train, and support WCFS. Responsibilities will include coordinating the caseloads of FWCS, tracking cases, and offering assistance, resources, and guidance. Responsible for developing and implementing a multi-stage strategic plan to provide WCFS support to every AFGE member.

2. Supervise the development, maintenance, and implementation of a Workers’ Compensation training program for AFGE staff and membership in addition to supplemental materials for ongoing training and skill development.

3. Supervise the day-to-day workload of a small team of Workers' Compensation Specialists and an Administrative Assistant, ensuring the completion of assignments, and advising the Directors on the team’s performance.

4. Mentor team members to ensure knowledge transfer and excellence in service for all utilizing AFGE workers’ compensation services.

5. Provides training on workers’ compensation, using AFGE standardized materials, lesson plans, and course material. Trainings include training the trainers for WCFS, National, District, and Council staff, as well as conducting training programs geared specifically for local officials. Trainings will be face-to-face, online, and blended (both face-to-face and online).

6. Serve as representative to members with workers’ compensation claims, including but not limited to representing members during the review process, hearings, reconsiderations, and appeals.

7. Work with other Departments, Districts, and Councils to develop and implement workers’ compensation-based organizing materials and campaigns.

8. Writes feature articles for AFGE publications and webpages.

9. Work with others to draft legislative proposals, congressional testimony, and position papers on matters related to workers' compensation.

10. 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, 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. Applicants must have completed a bachelor’s degree or higher, plus five years of specialized experience, or an equivalent combination of education and experience.

2. A high level of knowledge, skills, and abilities in the area of workers’ compensation.

3. Demonstrated successful experience in workers’ compensation, including experience as a workers’ compensation representative and trainer.

4. Must be an effective team-oriented person who can work cooperatively in a diverse, political organization.

5. Prior supervisory experience preferred.

6. Knowledge of the labor movement and union leaders preferred.

7. Must be legally employable in the U.S.

V. 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.