

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

MEMORANDUM: Human Resources/ Vacancy #1

DATE: January 16, 2024

TO: ALL EMPLOYEES
National Headquarters and District Offices

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

SUBJECT: Vacancy Announcement – Labor and Employment Counsel, G-12A/13A/14A

A vacancy exists for the position Labor and Employment Counsel in the Human Resources Department, effective immediately.

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

Official Station: National Headquarters

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

All interested applicants **must submit resumes to:** jobs@afge.org, Attention: Vacancy Announcement #1 to the Human Resources Department. Expressions of interest from (**internal candidates**) must be received by the close of business on January 23, 2024.

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 HUMAN RESOURCES DEPARTMENT, UPON REQUEST)

POSITION DESCRIPTION

American Federation of Government Employees (AFGE)

Department: Human Resources Department
Location: National Office
FSLA Classification: Exempt
Position Title: Labor and Employment Counsel

Date of Revision/Creations:

I. INTRODUCTION:

The Labor and Employment Counsel is responsible for assisting and advising the American Federation of Government Employee's ("AFGE") Human Resources Department ("HR"). Under the day-to-day supervision of the Director of Human Resources and in coordination with the General Counsel and Deputy General Counsel on legal matters, the position provides legal counsel to AFGE (in the organization's role as an employer) on labor and employment-related matters and assists with a broad range of labor and employment-related tasks.

II. MAJOR DUTIES AND RESPONSIBILITIES

The Labor and Employment Counsel will perform a broad range of duties to assist and advise HR with respect to labor and employment matters facing AFGE as an employer. The major duties of the position include, but are not limited to, the following:

- Advise on employment matters including compliance with local/state/federal laws and regulations, advise and monitor on compliance issues, disciplinary actions, wage and hour issues, investigations, and requests for reasonable accommodations.
- Lead and/or provide support for internal labor and employment investigations.
- Act as AFGE's point of contact for labor relations matters, including reviewing and responding to grievances, requests for information, research and advice for collective bargaining negotiations, and serving on AFGE bargaining teams. Advise department heads and the national president's office on collective bargaining agreements and working conditions.
- Assist with the development and management of processes, documents, and forms, related to human resources functions. Review personnel actions, notifications, and formal correspondence. Develop and conduct HR-related trainings for AFGE at the direction of the Director of HR.

- Assist and/or lead in drafting responses, position statements, and other correspondence in response to complaints filed with the NLRB, EEOC, DC OHR, and other state and federal agencies.
- Provide other assistance as assigned to the Human Resources Department and General Counsel as assigned by the Director of Human Resources.

III. WORK ENVIRONMENT

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

IV. CONTROLS OVER WORK

Under the overall supervision of the National President's Office, the incumbent reports to the Director of Human Resources. The Director of Human Resources provides day-to-day direction and sets overall objectives. The incumbent will receive legal supervision from the General Counsel or Deputy General Counsel when performing legal work. The incumbent must be able to work independently and exercise sound judgment when performing assigned duties.

V. QUALIFICATIONS

Qualifications for this position are:

- Bachelor's degree and Juris Doctorate from an ABA-accredited law school or equivalent.
- Licensed to practice law in at least one the jurisdictions of the United States.
- Admitted or eligible to practice in District of Columbia.
- Must be willing to work in-person at AFGE's Headquarters in the District of Columbia with telework subject to AFGE's telework policy.
- Must be able to engage in overnight travel occasionally for work assignments.
- Must be capable of maintaining confidentiality of often highly sensitive information related to AFGE officers/employees, personnel issues and data, and proprietary information.

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.