

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

**MEMORANDUM:** Human Resources/Vacancy #52

**DATE:** December 11, 2023

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

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

**SUBJECT:** Vacancy Announcement - Legislative Representative, G13/14,  
National Office.

The purpose of this memorandum is to advise you that vacancy now exist for the position of Legislative Representative, National Office, effective immediately.

Salary will be based on experience, and in accordance with the AFGE/OPEIU Local #2 Contract.

**Official Station:** Washington, DC

Selection to fill each vacancy will be made in accordance with the AFGE/OPEIU Local #2 Contract, and the National Executive Council's policy on hiring.

All interested applicants must submit resume to: [jobs@afge.org](mailto:jobs@afge.org), Attention: Legislative Representative #52 to the Human Resources Department. Expressions of interest from (**internal candidates**) must be received by the close of business on Monday, December 18, 2023.

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

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**CLASSIFICATION:** LEGISLATIVE REPRESENTATIVE

#### **I. INTRODUCTION**

To promote and advance the legislative objectives of the American Federation of Government Employees, AFL-CIO, 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, councils as appropriate, 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, the National President (NP) and the National Executive Council (NEC). Formulates and develops written legislative, grassroots, and political strategy proposals and programs to assist the NP and the NEC to accomplish the legislative goals and mandates of the Convention. 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 and the Legislative Director and Deputy Legislative Director 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 AFGE position is 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 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. Some overnight travel during the week and weekends is required, as well as attendance and participation at work events during the weekends and after regularly scheduled work hours.
  - 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. Travel is required. The employee will periodically be required to do some lifting and/or move items over 10 pounds.

### **IV. CONTROLS OVER WORK**

This is a professional salaried position that is exempt from the FLSA. Reports to the Legislative Director 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.

### **V. QUALIFICATIONS**

- 1. Applicant must have five years of U.S. Congressional legislative experience from working on Capitol Hill or lobbying the Congress. Applicant must have a thorough knowledge of the legislative process.

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 Political and Mobilization 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 to provide substitute backup for other legislative representatives if necessary.

**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. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.