

# PENNSYLVANIA STATE EDUCATION ASSOCIATION

## Job Description

Job Title: Associate UniServ Representative (AUR)  
Reports to: Region Field Manager and Region Field Director  
BU/FLSA Status: SO/Exempt (Salaried)  
Job Category: Professional  
Level: Six

### **Job Summary**

The Associate UniServ Representative (“AUR”) position is a temporary, limited term position designed to provide training and developmental opportunities. The incumbent will first develop his/her skill and competence level to the point where he/she can first successfully complete the UniServ pool examination process; and then further enhance his/her skills and competence to a point where he/she can be a successful candidate in a panel selection process. The AUR will initially engage in intensive training and job shadowing. The AUR will subsequently assume more challenging responsibilities in the areas of negotiations, contract administration, organizing, and training, as assigned by the Region Field Director with the approval of the Region Field Manager.

### **Job Duties and Responsibilities**

1. Development of skills in the following areas:

- a. Maintaining, engaging, and increasing membership through internal and external organizing methods.
- b. Identifying, recruiting, and developing leaders.
- c. Negotiation/collective bargaining; including development of bargaining strategies, priorities, and proposals; collecting and analyzing relevant bargaining data; developing effective negotiating teams; developing community organizing plans; preparation for contract ratification; and addressing other bargaining-related issues that arise.
- d. Impasse resolution procedures and contract campaign efforts, including, but not limited to, fact-finding, non-binding interest arbitration, work-to-rule campaigns, information picketing, and strikes.
- e. Contract interpretation, contract monitoring and enforcement, grievance writing, grievance processing, duty of fair representation, and advocacy; including the effective

drafting of grievances and development of successful advocacy for local association and members in the grievance process.

- f. Discipline, suspension, furloughs, termination, dues and fair share, unfair labor practices, contractual disputes, work rules and conditions, seniority, and other related issues.
- g. Salary schedule theory and preparation.

2. Knowledge development:

- a. PSEA's specialized resources: legal, research, educational services, member benefits, program services, communications, government relations, and administrative services.
- b. PSEA's structure, history, mission, vision, values and goals; and, local association operations, meetings, and activities.
- c. Labor and employment law, school law, retirement issues, local association policies and procedures, collective bargaining, community relations, relational and issue organizing, and political activism.
- d. Special areas of concern for our ESP members, inclusive of subcontracting issues.
- e. Collective bargaining, labor and employment law, school law, grievance processing, organizing, membership development, educational issues, and other subjects related to PSEA's goals, mission, and values.
- f. Salary and wage theory, salary schedule design, salary and wage best practices, settlement entry process.

3. Experiential development:

*Pre- and post-pool Inclusion*

- a. Engage in internal, external and community organizing campaigns, with an effort to both strengthen and grow our local associations, regions, and the state organization.
- b. Interact in a collaborative and cooperative manner with UniServs and other PSEA staff as part of assigned work teams or as needed to advance PSEA's and members' interests.
- c. Observe UniServ staff engaging in collective bargaining and collective bargaining preparation.
- d. Observe UniServ staff engaging in contract defense and member advocacy.
- e. Assist in state-wide campaigns, as assigned by the Executive Director, the AED for Field Services or the Region Field Manager.

- f. Attend Coordinating Council and Collective Bargaining Module Meetings within region.
- g. Assist in or attend leadership training programs dealing with local association operations, curriculum development, improvement of instruction, communications, membership promotion, community relations, etc.
- h. Assist in or attend, by assignment, the annual Summer Leadership Workshop and Local Presidents'/Collective Bargaining Conference and other conferences as assigned.
- i. Assist in analyzing school district budgets preparatory to and in conjunction with ongoing bargaining.
- j. Assist UniServ Representatives with the development of year-round program of activities for their local associations.
- k. Assist the UniServ Representatives with the research and preparation of fact-finding presentations and binding arbitration briefs.
- l. Assist UniServ Representatives in the processing of grievances in the steps to and including arbitration.
- m. Assist the UniServ Representatives and Regional Advocacy Coordinator with the preparation of public relations efforts for locals.
- n. Assist with membership promotion activities in local associations.
- o. Assist UniServ staff with salary schedules and settlement entry tasks.

*Post-pool Inclusion Only*

- a. Engage in collective bargaining duties, when negotiation duties are assigned.
  - b. Engage in member and local association advocacy efforts and grievance processing with active mentoring by assigned UniServ, with approval of Region Field Manager.
  - c. Develop skill in advocating for a cause, particularly in the face of pressure, stress and adversity.
4. Successfully gain admittance to the UniServ Applicant Pool after one-year as an AUR.
  5. Provide other staff services as assigned by the Region Field Manager or Region Field Director

### **Knowledge, Skills, and Abilities**

- Some knowledge of labor relations.
- Some knowledge of the functions and purpose of collective bargaining and contract enforcement.
- Ability to communicate clearly and effectively both orally and in writing.
- Skill in establishing positive interpersonal relations with others, including those who may be opposed to your interests.
- Skill in effective listening by demonstrating attention to, and conveying understanding of, the ideas and opinions of others.
- Ability to assess people, situations, and information quickly and to react in a manner that will advance the interests of PSEA's local associations and members.
- Ability to find creative solutions to resolve interpersonal disputes and contentious situations.
- Ability to manage one's workload and exercise self-discipline in an unstructured work environment.
- Skill in advocating for a cause, particularly in the face of pressure, stress, and adversity.
- Ability to support internal, external, and community organizing activities.
- Willingness and ability to travel both within and outside the state.
- Knowledge of, and commitment to, the values, goals and mission of PSEA.
- Strong and demonstrated commitment to the principles and values of unionism and public education.

### **Education, Experience, and Special Requirements**

Bachelor's Degree Required.

Experience in labor relations as an advocate, mediator, or arbitrator - with actual experience as a participant in negotiations, contract enforcement, or arbitration - is preferred.

A J.D. (with labor/employment emphasis demonstrated) or master's degree in labor relations, industrial relations, or a related field or experience in local association leadership and governance is preferred.

Must possess a valid driver's operating license and own or have regular access to an operational, registered motor vehicle. Ability and means to travel on a flexible schedule and possibly for extended periods of time. Must maintain and provide proof to PSEA of sufficient auto insurance coverage for business purposes.