



Business Representative Position Description

Public Employees Local 71 Business Representative duties and attributes:

- Represents the membership serving on a team of union staff working collectively to protect and advance the jobs, pay, benefits, and working conditions of the workers comprising the membership.
- Is a central point of contact for local union members who are looking to resolve challenges and provide timely responses to any requests for information.
- Serves and represents the membership at the will of the Business Manager.
- Engages in collective bargaining on behalf of union members, working to achieve good wages and benefits, which may include contract negotiations, letters of agreement, and other solutions.
- As contract negotiators, union representatives meet at the bargaining table with management and present what they believe are the best options for pay and working conditions.
- Files grievances and other documents on behalf of members and represents the member throughout the process to achieve timely resolution.
- Is familiar with and ensures that all activities comply with applicable contracts, LIUNA Constitution, state and federal laws.
- Completes duties assigned by the Business Manager in a timely fashion.
- Ability to adequately prioritize work to meet deadlines and complete assigned projects.
- Demonstrates proficiency in Microsoft Word, Outlook, databases (we use MTP), and other necessary computer programs.
- Demonstrates service to members as our mission priority.
- Possesses a high situational awareness and self-awareness, demonstrating diligence, follow-through, and self-control.
- Addresses problem-solving creatively, diplomatically seeking win-win solutions.
- Actively and accurately informs members, teammates, and others of information relevant to themselves or their duties to best serve the members and seeks similar information from these parties.
- Demonstrates wise time management and high organizational abilities.
- Builds positive and respectful working relationships internally and externally.
- Actively recruits new members and stewards.
- Actively seeks to advance the membership as a whole and individually.
- Working knowledge of procedures for collecting, summarizing, and relaying confidential and sensitive information.
- Some knowledge of mediation, conflict resolution and negotiation techniques.
- Ability to interpret, explain and apply laws, rules, regulations, policies, procedures, collective bargaining agreements, and the LIUNA Constitution.

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- Ability to interview individuals and investigate problems, to obtain facts, to evaluate facts and circumstances, to identify issues and controversies, and to recommend viable courses of actions.
- Ability to communicate effectively and persuasively orally and in writing.
- Ability to deal tactfully with a wide variety of individuals and to maintain effective working relationships.
- Ability to work effectively in a conflict environment.
- Ability to perform logical analysis and to develop theories and arguments.
- Attends and actively participates in community events, such as: hearings, rallies, walks, demonstrations, campaigns, etc. as determined by and at the direction of the Business Manager; and, understands that at any such events they are viewed as representing the union.
- Represents the union and its members with dignity.

Work Schedule:

Union representatives typically must be comfortable working highly flexible hours that include nights, holidays, and weekends. Reps are to be constantly on the move visiting regular worksites, making home visits, and even driving long distances for canvassing. Frequent travel is not unusual and can range from statewide to out of state with some periods away from home. As this is a position of leadership, you need to be very self-assured and assertive monitoring the workplace at different points of the day to see how the shop runs. When necessary to drive change, you must organize worker activity during strikes and boycotts or promote petitions.