

JOB OPENING NOTICE

**Position: BUSINESS REPRESENTATIVE
OPERATING ENGINEERS LOCAL UNION NO. 3'S PUBLIC EMPLOYEE DIVISION
ASSIGNMENT: SANTA CLARA COUNTY EMPLOYEES MANAGEMENT
ASSOCIATION (CEMA)**

Starting salary: \$1,912.50 per week (plus \$150.00 bi-weekly expense stipend)

About CEMA: This position will work in Santa Clara County representing an administrative supervisory bargaining unit of middle managers. The County Employees Management Association, (CEMA) founded in 1977, was the first Management Association to organize as a union. It is governed by an Executive Board of Directors that is elected every two years, and is affiliated with the Operating Engineers Union Local 3.

The Position: The successful candidate will work with another Business Representative and a part time Administrative Assistant and will provide all aspects of labor relations services to members and may serve as chief spokesperson for all aspects of multi-year contract negotiations. Further, this position will be involved with staffing various programs. Examples include: the Political Action Program, the Communications Program, the Professional Development Program, the Liaison Program, and the ongoing membership recruitment campaign.

Typical Responsibilities Include:

- Reports to the Executive Board.
- Performs all aspects of negotiations of the labor agreement with the Employer including Meet and Confer Issues.
- Serves as the subject matter expert for all aspects of negotiations preparation and analysis work including costing of proposals.
- Represents members with appeals of disciplinary actions before the Personnel Board and arbitrators.
- Represents members with grievances and other violations of County Merit System rules and policies.
- Represents members in classification studies and salary realignment issues.
- Facilitates supervisor/subordinate conflict issues and represents members in all aspects of employment-related issues.
- Develops and maintains positive relationships with County Executives, Department Heads, Board of Supervisors, County labor leaders, and community organizations.
- Develop and maintain effective communication networks at worksite including use of e-mail, the CEMA website, social media and other membership communications.
- Builds and maintains the worksite-based CEMA Site Liaison Program.
- Supports and helps to expand the Professional Development and Training Program of CEMA.
- Provides direction to various CEMA programs and committees developed by the CEMA Executive Board.

- Plans and coordinates organizing campaigns for the contract renewal efforts, the ongoing membership recruitment efforts, and the ongoing recruitment of work site leaders (CEMA Liaisons).
- Attends various meetings on behalf of CEMA such as: Board of Supervisors Meetings, Budget Hearings, Community Meetings and political events.
- Facilitates General Membership Meetings
- Conducts research, compiles, interprets, and analyzes data.

Job Requirements:

- Knowledge of the Principles of Collective Bargaining with demonstrated experience negotiating comprehensive labor agreements.
- Effective written and verbal communication skills and the ability to listen actively.
- Demonstrated leadership, interpersonal and motivational skills.
- Demonstrated sound judgment and ability to discern priorities when faced with many competing tasks.
- Basic computer skills such as Word, Excel, Power Point, Access and e-mail programs.
- Willingness to work irregular hours and work within timelines under pressure and with minimal supervision.
- Work habits that display personal organization and self discipline.
- Valid Drivers License.
- Minimum two (2) years as a Business Representative with Public Employees.

Desirable Qualifications:

- A bachelor's degree and 3 years or equivalent job-related experience in the field of union representation and advocacy.
- Knowledge of the Meyers-Milias-Brown Act and other laws, rules and regulations related to employment and labor relations.
- Knowledge of, and experience with, the principles of Interest Based bargaining and alternate dispute resolution techniques.
- Knowledge of and experience in organizing grass roots campaigns, political campaigns or union membership organizing drives.
- Work experience in the field of Training and Organizational Development.
- Ability to establish and maintain rapport with widely varied ethnic, occupational and social groups.

We are an EOE M/V/F/D employer.

Excellent Union benefits including medical and pension

Interested candidates should submit a cover letter and resume to, Human Resources, via email: jobs@oe3.org fax: (510) 748-7436 or mail: OE3, 1620 South Loop Road, Alameda, CA 94502. Submissions must be received by 4:00 p.m. on Thursday, January 24, 2019.