

# **JOB OPENING NOTICE**

**Position: BUSINESS REPRESENTATIVE  
PUBLIC EMPLOYEES – RENO, NEVADA  
Salary commensurate with experience**

## **Typical Responsibilities Include:**

- 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 personnel rules and regulations 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 Executives/Management, Department Heads, Board of Supervisors/City Councils, County labor leaders, and community organizations.
- Develop and maintain effective communication networks at worksites.
- Plans and coordinates organizing campaigns for the contract renewal efforts.
- Attends various meetings on behalf of the membership such as: Board of Supervisors/City Council 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.

**Desirable Qualifications:**

- A bachelor's degree and 3 years or equivalent combination of education and job-related experience in the field of union representation and advocacy.
- Knowledge of the Meyers-Miliias-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.

**Excellent Union benefits including medical and pension**

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

**Interested candidates should submit a cover letter and resume to, Human Resources, via email: [jobs@oe3.org](mailto:jobs@oe3.org) fax: (510) 748-7401 or mail: OE3, 1620 South Loop Road, Alameda, CA 94502. Submissions must be received by 5:00 p.m. on September 13, 2019.**

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