

JOB OPENING NOTICE

Position:

BUSINESS REPRESENTATIVE
Unit 12 – Burlingame, Concord, & Rohnert Park
Starting salary - \$2,711.70 per week

Job Description:

The Unit 12 Business Representative is a person who represents workers employed by the State of California. Activities in which the Business Representative participates may include grievance representation, resolving non-grievance conflicts, organizing non-members, interpreting the collective bargaining agreement and applicable state laws, legislation, and regulations, servicing and educating the membership, conducting meetings, and promoting the local union. The Unit 12 Business Representative may also research, prepare, and present submissions before various hearings, boards, and appeal panels. Trade union experience and a familiarity with State of California departments and agencies in which Unit 12 members are employed is preferred.

Knowledge and understanding of the following is highly desired:

- Applicable State employer/employee relations law;
- State Civil Service and State Personnel Board Procedures;
- Public Employment Relations Board procedures;

Unit 12 Business Representatives must be capable of performing duties in high stress (crisis management) situations, during irregular and extended hours, while adapting to changing laws, regulations and member and employer philosophies. This work is performed under all types of job-site conditions, in an independent manner without support staff. A Unit 12 Business Representative must travel, sometimes overnight, using various modes of transportation in all types of weather conditions to urban, rural, and remote locations. A valid driver's license and basic computer skills are required.

A Unit 12 Business Representative must believe in and be loyal to the labor movement. A highly motivated self-starter, he or she is professional in both attitude and appearance. This person must be dedicated, flexible and adaptable with a willingness to commit to continual learning. As a leader and decision maker, the Unit 12 Business Representative must demonstrate common sense, diplomacy, and strong interpersonal skills. Excellent communication skills (written and verbal) are required, including a level of literacy capable of reading and interpreting legal documents.

Due to the confidential nature of this work, discretion and integrity are mandatory.

Resumes and letters of interest must be sent to Human Resources via email: jobs@oe3.org
Resumes must be received by 5:00 pm on Tuesday, April 15, 2025.