EXTERNAL POSTING
VACANCY ANNOUNCEMENT

Job Title: Collective Bargaining/Advocacy/Research Specialist
Classification: Professional A – FSO Bargaining Unit
Supervisor: Director of Organizing and Field Services
Location: Leon County Florida; Extensive Travel Required

Position Summary: The Bargaining/Advocacy/Research Specialist is responsible for providing training and support to local affiliate/Service Unit staff and leaders in the development and implementation of their collective bargaining, employee rights, contract enforcement, and research programs. This position also works extensively on proposed bill analysis that impact bargaining rights.

COMPETENCY FRAMEWORK – Incumbent must embrace, exhibit and possess the following effectiveness competencies:

- **Negotiation**- Ability to plan negotiation positions and prepare negotiation strategies. Ability to conduct a negotiation session and document the elements of the negotiated agreement.

- **Contract Enforcement**- Ability and skills to prepare and present grievances/arbitrations and train local staff and leaders

- **Oral Communication**- Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing presentations, listens to others; attends to nonverbal cues.

- **Self-Management/Initiative**- Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

- **Teamwork**- Encourages and facilitates cooperation, pride, trust; fosters commitment; works with others to achieve goals.

- **Written Communication**- Recognizes and uses correct grammar, punctuation, and spelling; communicates information in a succinct and organized manner, produces written information that is appropriate for the intended audience.

- **Planning and Evaluating**- Organizes work, sets priorities, determines resource requirements, determines goals and strategies; coordinates with other organizations, monitors progress; evaluates outcomes.

- **Integrity/Honesty**- Contributes to maintaining the integrity of the organization and displays high standards of ethical conduct.
• **Interpersonal Skills** - Shows understanding, courtesy, tact, empathy; develops and maintains relationships; deals with difficult people; relates well to people from varied backgrounds; is sensitive to individual differences.

**Specific Duties and Responsibilities:**

1. Coordinate the FEA bargaining, advocacy, and research program. Accomplished through direct and on-going communication with locals and Regional Specialists. Specialist shall have responsibility for knowledge of status of local bargaining and shall maintain on-going updates with other Bargaining Specialists. Specialists shall provide reports of local bargaining status to Director and COS upon request. Secondary communications shall be through the RRTs, Bargaining Conferences, local and regional trainings, and various statewide initiatives in cooperation with the Legal and Public Policy and Advocacy Departments. Includes issues such as RRT, DA, pay for performance, Settlement Reports, Grievance/Arbitration, PERC Decisions, Court Cases, State and Federal Statute, and any new FDOE actions that have bargaining implications.

2. Provide direct training and support to local affiliate/Service Unit staff and leaders in the development and implementation of their collective bargaining, employee rights and contract enforcement programs. Such direct on-site training shall include but not be limited to training on bargaining techniques and skills; on-going assistance to help locals devise bargaining strategies; providing information on the bargaining impact of state and federal initiatives, providing advice on contract language. The same holds true for grievance/arbitration training and assistance including training and advocating cases.

3. Consult with local affiliates/Service Unit staff and leaders on the most effective use of data generated from school district budget analyses, reports of state and local funding, alternative salary schedule, education finance projects, and other negotiations related reports or studies. Statewide, regional, and local trainings are conducted regarding all aspects revenue and expenditure analysis, including preparation for regular bargaining as well as impasse preparation and presentation. NEA and other Budget Analysis Programs is a critical component in servicing locals.

4. Maintain an accurate data bank of grievances from all locals and third party neutrals and assist local affiliates in the selection of mediators, special masters and arbitrators. Coordinate such data bank with other bargaining specialist. Provide training in all aspects of contract enforcement, from grievance preparation to arbitrations, including the selection of arbitrators and neutrals. Conduct arbitrations in situations where there are no trained staff/leaders trained to do so.

5. Provide assistance, including preparation, training and other support to locals/Service Units as needed throughout the entire bargaining process. Provide training on bargaining techniques and skills, drafting language, bargaining team selection, and all other aspects of the collective bargaining process. Assist locals in devising bargaining strategies; provide information on the bargaining impact of state and federal initiatives, provide advice on contract language.

6. Provide assistance, including preparation, execution, training and other support to locals/Service Units as needed on all aspects of the grievance/arbitration process.
7. Serve as consultant or coordinator with other departments, leaders and staff in developing and promoting strategies, including legislative and political activities, for building and promoting strong bargaining, advocacy, and research programs. Work closely with the Legal and Public Policy and Advocacy Department.

8. Provide research support for FEA departments as requested. Assist the Legal and Public Policy and Advocacy Department as requested.

9. Serve as consultant/coordinator for specialized programs and services provided by national affiliates. Act as FEA’s liaisons to other state affiliates and the various AFT and NEA compensation, insurance, and benefits departments.

10. Advise FEA management of trends or indicators which would impact on Association goals, objectives and organizing initiatives.

11. Serve as liaison for national affiliate data, survey and research programs and products. Facilitate training, data collection, technical support and data utilization for these programs.

12. Consult with FEA staff and leaders on the use of bargaining support data, including: data generated from school district budget analysis, reports on state and local funding, alternative salary schedules, education finance projections, education employee benefits, the FEA bargaining and research web portal, and other bargaining related reports and studies. Facilitate training, data collection, technical support and data utilization for these programs and projects.

13. Consult with FEA staff and leaders on preparation and presentation of fact-finding, impasse or arbitration hearings as needed.

14. Perform other duties as assigned by the Director of Organizing and Field Services.

**Compensation & Benefits:** The salary for this position is determined by the negotiated agreement between the Florida Education Association and the Florida Staff Organization based on credited experience. FEA provides medical, dental, vision, life, and long-term-disability insurance to its employees with no employee premiums. Additionally, FEA provides employer-paid retirement options, vacation leave, sick leave, and paid holidays.

**How to Apply:** Interested candidates should submit a cover letter, writing sample, and resume via email to feahr@floridaea.org. Candidates will be reviewed on a rolling basis. Candidates that apply on or before February 28, 2020 will receive preferential treatment.

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Consistent with the FEA Affirmative Action Plan, minority, female, and physically challenged applicants are encouraged to apply. Please contact FEA’s Office of Human Resources at 850-201-3215 or feahr@floridaea.org to request an accommodation during the application process.