USEP JOB DESCRIPTION FOR USEP BUSINESS REPRESENTATIVE

JOB DESCRIPTION: This employee is responsible to represent USEP members in the resolution of problems and/or grievances; work to improve salaries, economic benefits and working conditions for through the collective bargaining process; promote membership in USEP; provide information and resources to members; train building representatives; and work effectively and cooperatively with USEP affiliates, officers, executive board, building representatives, local members, and staff.

Responsibilities and duties of this position include but are not limited to:

ORGANIZING AND MEMBER SERVICE

- Make USEP visits to worksites in the Pasco District School system for the purposes of aiding USEP Building Representatives and representing and/or consulting with membership.
- Provide confidential assistance to members concerning problems and/or questions of a professional nature, especially as related to the collective bargaining agreement.
- Work cooperatively with the USEP President, Executive Board, Building Representatives, staff, and volunteers to ensure the best possible service to members of USEP.
- Consult with the USEP President and work in conjunction with USEP Building Representatives and Executive Board regarding implementation of collective bargaining agreement(s), district programs, and USEP initiatives.
- Process grievances for members in accordance with provisions outlined in the collective bargaining agreement.
- Make visits to worksites to consult with, represent and/or educate USEP members or potential members.
- Work to increase the membership and strengthen the organizational structure of USEP including but not limited to enlisting and supporting Building Representatives for each bargaining unit at each worksite.
- Identify and provide current information and access to member benefits, scholarships, and awards.
- Participate in and promote awareness and member/staff participation in USEP’s political legislative programs, including TigerPride membership, political screenings, Target Tallahassee, lobbying local legislators, and participating in demonstrations/political actions.
- With the President and USEP leadership, ensure smooth implementation of Teacher and SRP of the Year, scholarships, awards, retirements, and recognitions, etc.

PLANNING AND ORGANIZING

- Assist in the development of goals, action plans, and activities for USEP including assigned projects and activities, such as New Teacher induction, focus groups, work groups, task forces, and committees, etc.
- Assist in the assignment and communication of priorities and deadlines to ensure the coordination of member service and internal organizing efforts among USEP staff.
- Identify areas where training is needed and develop training programs for USEP Building Representatives and members.
- Organize and facilitate various work groups, task forces, and committees.
- Develop surveys, collect data, and conduct analysis activities.
- Ensure union presence at worksites by soliciting building Representatives and conducting/overseeing elections as needed.
- Monitor Teacher and SRP of the Year programs to ensure maximum participation.
- Ensure completion of logistics for USEP conferences and conventions for members and staff, as well as Target Tallahassee activities, scholarships and awards.
- Attend meetings of USEP Executive Board, USEP Representative Council, and, at the request of the President, attend meetings of USEP affiliates.
- Manage multiple projects with minimal supervision

**TRAINING**

- Develop and provide training in collective bargaining, grievance handling, member representation, recruitment and other subjects as determined by USEP.
- Select, preview, evaluate, develop and disseminate professional materials related to USEP training programs.
- Assist in the orientation and training of new USEP staff, officers, and/or building representatives.
- In conjunction with the President, develop professional materials related to USEP training/internal organizing programs.
- Oversee training logistics, including hotel/venue reservations, communications, contracts, etc.

**COLLECTIVE BARGAINING**

- Recommend appropriate members of the USEP negotiation committees and teams.
- Gather data to be utilized during collective bargaining.
- Communicate to USEP Chief Negotiator(s) issues/problems to be addressed through collective bargaining and develop language and proposals as appropriate.
- Negotiate with District representatives to obtain collective bargaining agreements or provide support to USEP Chief Negotiator(s).
- Develop matrices, negotiation updates, summaries of tentative agreements, and language for ratification.
- Work to ratify collective bargaining agreements and to organize members and potential members in the process.

**PUBLIC RELATIONS**

- Develop, promote, and maintain a close relationship between USEP and its affiliates.
- Represent USEP before the Pasco District School Board, news media, and other local and state agencies at the request and/or the consent of the President.
- Provide presentations for USEP members and leadership, work sites, District personnel, and affiliates regarding USEP activities, positions, and/or goals.
- Work in a manner that will advance the professional status of all bargaining unit members and of USEP.
- Represent USEP and the bargaining units' interests on various District task forces and committees.
- Increase membership and the professional status of USEP at every opportunity when communicating with bargaining unit members, the District, affiliates and public.
- Represent USEP before the Pasco District School Board, affiliates, elected officials, and public at the request and/or consent of the President.
- Assist in presentations and communications for USEP members and leadership, worksites, District personnel, and affiliates regarding USEP activities, positions, and/or goals.
- Represent USEP and the bargaining units' interests on various District, community and/or affiliate task forces and committees.
- Attend functions and meetings at the request of the President.
- Work in a manner that will advance the professional status of all bargaining unit members and USEP.
Work with staff and Operations Manager to order awards and plaques for events and recognition.
Work cooperatively with USEP affiliates and benefit partners.
Work with USEP officers and staff to develop community partnerships to engage members and elevate the standing of USEP.

**Reporting and Monitoring**

- Assist in researching, organizing, and distributing information and resource materials for USEP Executive Board, USEP Representative Council, and USEP committees.
- Monitor the progress of USEP programs, committees, and activities to insure consistency with goals and time lines.
- Monitor and record member representation issues and update regularly.
- Develop procedures to ensure timely follow-up and monitoring of member calls, requests and inquiries.
- Prepare reports regarding various aspects of USEP programs, activities, and goals.
- Prepare and present updates on internal organizing projects/member representation/benefits at USEP staff, Executive Board, Representative Council, worksite and/or affiliate meetings.
- Develop and execute the USEP newsletter and other correspondence in conjunction with staff and the USEP President.
- Provide content on a regular basis for USEP bulletins, social media, and website, etc.
- Produce correspondence with District and affiliate personnel, as well as membership.
- Search files and resources for a variety of source materials to serve as background for reports and correspondence.
- Preview school board packet and identify areas to be addressed and report to President.
- Monitor membership and density reports to identify areas of challenge and opportunities.
- Follow up on membership drop requests and recruitment leads.
- Coordinate the information flow among staff and in executing tasks to ensure timely and successful completion of USEP projects and assignments.
- Prepare reports regarding various aspects of USEP’s internal organizing efforts, programs, benefits and services and materials for meetings: notices, agenda, and related reports.
- Assist in the development and execution of USEP’s newsletter and other correspondence, including but not limited to, fliers, email, website and social media content.
- Work with staff to maintain current, centralized information on USEP and affiliate membership benefit programs.

**Record Keeping**

- Maintain current, accurate, efficient and appropriate records regarding member representation, collective bargaining, meeting notes.
- Oversee the maintenance of updated membership and reference files and library/resource materials.
- Provide information for accurate recording of worksite meetings, building rep elections, etc.
- Maintain current, accurate, efficient and appropriate records.
- Track and maintain job share and property-loss reimbursement requests.
ASSESSMENT

- Assist in the assessment of USEP programs, activities, services, and plans.
- Analyze USEP recruitment efforts and internal organizing efforts and suggest adjustments in recruitment plans.
- Work to provide continuity in the activities of USEP in relation to internal organizing principles.
- Evaluate USEP’s Building Representative data to identify worksites/building representatives needing additional support.
- Provide ongoing review and revision of pertinent USEP procedures, manuals, documents, and forms.

MISCELLANEOUS

- Work to increase the membership of USEP.
- Attend and participate in pertinent conferences, conventions, professional development, and/or seminars.
- Attend meetings of USEP Executive Board, USEP Representative Council, and, at the request of the President, attend meetings of USEP affiliates.
- Uphold the Constitution and By-Laws of USEP.
- Assist in maintaining a neat, orderly, and professional work environment.
- Perform other duties as assigned.
- Perform work that requires independent thought and decisions.
- Perform other duties as assigned, which may include temporarily performing the duties of other staff personnel as needed.