ABOUT MEA

The Michigan Education Association (MEA) is committed to advancing public education professions, building a fully engaged membership, securing a pro-public education legislative agenda, advancing educational equity regardless of where a child lives, and prioritizing high-quality public-education as a fundamental right. MEA’s mission is to protect, advocate, and advance the rights of all education professionals which promotes a quality education for all students. MEA represents about 120,000 educators including teachers, counselors, social workers, school nurses, education support professionals in our P/K-12 through our colleges and universities, higher-education faculty, retired members as well as aspiring educators at the high school and collegiate level throughout the state.

MEA is part of a family of companies, which also includes the Michigan Education Special Services Association (MESSA), MEA Financial Services (MEAFS) and our Staff Retirement Plan Board (SRP). In addition, a majority of employees of MEA, MESSA and MEAFS are unionized and members of seven internal staff unions.

JOB DESCRIPTION

The Director of Business, Legal and Human Resources is a Director level position that reports to the Senior Executive Director. This position directly supervises the staff in the Human Resources, Legal Services and Finance departments. The Director of Business, Legal and Human Resources will ensure compliance and implementation of company strategies for MEA, MESSA and MEAFS Financial Services, as well as oversee legal and financial operations. This position serves as a senior advisor to the Executive Office and management teams.

QUALIFICATIONS

Required Education/Experience

- Juris Doctor (J.D.) degree, with a specialty in labor law, human resources, finance, or related field.
- Minimum of seven years of progressive work experience in Human Resources, Labor Relations, Finance or related field.
- Admittance to practice law before the courts of the State of Michigan, or ability to obtain license as soon as possible.
- Experience in all aspects of collective bargaining.
● Possess a strong labor union advocacy background.
● Working knowledge of accounting practices and procedures (GAAP)
● Leadership experience.
● Experience building a supportive and inclusive workplace culture.
● Strong written and oral communication skills, including the ability to communicate tactfully, courteously and effectively.
● Possess a high degree of honesty, integrity and character.
● Ability to work effectively and cooperatively with various employee groups in a positive and supportive way.
● Experience in budget development and administration.
● Demonstrated ability to resolve problems and address complaints.
● Ability to maintain a high level of confidentiality.
● Must reside in Michigan.
● Possess excellent follow-through, organizational skills and is able to multitask
● Adaptive, flexible and responsive to challenges

Preferred Education/Experience
● Knowledge of organizing.
● Knowledge of the structure and program objectives of MEA.
● Knowledge and experience in use of appropriate technology applications.

CANDIDATE PROFILE
The Director of Business, Legal and Human Resources will possess the following qualities and characteristics:

- Lead by example
- Confidential
- Authentic
- Honest
- Great listening skills
- Empathetic
- Collaborative leadership
- Leads with integrity
- Respectful and inclusive in a diverse environment
- Problem solving skills
- Organized
- Ethical
- Approachable
- Knowledgeable
- Great people skills
- Relationship-building skills
- Strong interpersonal skills
- Well-spoken
- Positive demeanor
- Highly motivated
- Reliable

RESPONSIBILITIES AND DUTIES
Direct and supervise the staff of the Human Resources, Finance and Legal Services departments by prioritizing and assigning work as needed; monitoring performance; conducting performance evaluations; ensuring adequate training; enforcing policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination and disciplinary decisions.

In collaboration with Executive leadership, manage business functions, including but not limited to, accounting, auditing and reporting; budgeting, banking, cash management and investments to ensure efficient and effective delivery of services.
Provide legal advice and counsel to the MEA Representative Assembly, MEA Board of Directors, MEA Executive Committee, MEA Officers, Commissions/Committees of the MEA, and managers and departments of the MEA.

Direct and provide oversight for payroll and fringe benefit administration of the MEA, MESSA and MEA Financial Services.
Responsible for the receipt and disbursement of all funds for MEA and the maintenance and modification of up-to-date computer systems to support programs.

Develop procedures and coordinate activities to provide legal advice and assistance to MEA, its affiliates and associated organizations.

Work closely with the Payroll and Benefits Manager to evaluate all payroll and benefit systems and processes, as well as provide data for budgets and financial statements required by MEA, MESSA and MEA Financial Services.

Provide consultant services to local associations relative to bookkeeping, taxes, compliance issues and related financial matters. Develop and implement training as needed.

Recommend whether MEA should appeal adverse decisions with the input of the Senior Executive Director and MEA President.

Conduct all Level II grievance hearings, along with providing guidance to management regarding Level I grievance hearings.

Supervise the preparation of financial reports on a regular basis, plus special reports as requested by the Senior Executive Director, including preparation and presentation of oral reports to various internal groups, boards and committees as needed.

Provide legal advice and counsel on legislation, both pending and enacted.

Oversee the employer’s involvement in arbitrations and other hearings.

With input from Executive leadership, develop the MEA operating budget for presentation to the MEA Budget Committee, MEA Board of Directors and MEA Representative Assembly; implement and oversee budget once approved; serve as staff liaison to Budget Committee. Provide budget assistance to Senior Executive Director, MEA Officers and MEA Board of Directors.

Represent the MEA, as assigned, in dealing with the media and public concerning legal matters affecting the MEA.

Develop and implement programs to encourage and maintain a diverse workforce.

With input from Executive leadership, develop the MEA capital budget. Implement and oversee the budget and serve as liaison to MESSA Facilities Services management on related capital projects.

Monitor the expenditures of legal service funds to ensure that requirements for NEA Unified Legal Services Program (ULSP) reimbursement are met and oversee process for obtaining reimbursement from the NEA.

Administer the Staples Business Advantage member discount program.

Oversee legal work and billings for outside law firms.

Serve as Chief Negotiator during bargaining sessions with representatives of the staff unions. Responsible for contract implementation and administration issues.
Oversee preparation of various regulatory reports, including but not limited to, LM-2, LM-10, various multi-state tax returns, PAC filings and lobbying reports.

Coordinate and supervise the authorization of legal services for the representation of affiliates and members pursuant to the MEA Legal Representation Policy.

Direct and provide oversight for recruiting, applicant evaluations and interviewing. Develop and implement strategies for recruitment and retention.

Facilitate Article X hearings before the MEA Executive Committee.

Make the initial decision whether MEA should fund the pursuit and/or appeal of specific legal cases on behalf of MEA affiliates and members through the application of the requirements of the MEA Legal Representation Policy, subject to review by the Senior Executive Director.

Serve as a liaison to committees and boards as assigned, including but not limited to, MEA Budget, Staff Retirement Plan, VEBA, Classroom Support, Crisis Assistance Program, MEA Retired, MESSA and MEA Financial Services.

Analyze financial data and make recommendations for systems and procedural changes, which will improve the Association's internal general business operations.

Attend MEA Board of Directors meetings and Executive Committee meetings to represent the employers regarding labor relations, including grievances and bargaining.

Serve as a member of the UniServ Screened Applicant List (SAL) Interview Committee.

Responsible for the design and maintenance of appropriate internal control systems to ensure compliance with applicable regulations and safeguarding MEA assets.

Develop, coordinate and present legal trainings for MEA leaders, members, and staff.

Represent the employer in issues related to worker’s compensation, unemployment compensation, ADA accommodations, FMLA compliance and administration of the employer’s Affirmative Action Policy.

Serve as plan administrator for the MEA/MESSA/MEAFS 401(k) plan.

Coordinate actions to ensure coverage of claims insured under MEA and/or NEA liability policies, i.e., Educators Employment Liability, Association Professional Liability, and Fidelity Bond programs.

Administer the provisions of the MEA/MESSA/MEAFS Retiree Health Plan and Trust and Benefit Restoration Plans.

Provide advice and counsel to leaders and staff on governance issues.

Attend various governance meetings as required.

Develop and implement company policies.

Serve as a resource to the MEA Officers, MESSA Executive Director and MEAFS Executive Director, as well as the Executive Committee.
Coordinate and supervise the MEA arbitration representation and reimbursement process.

Investigate employee complaints related to charges of discrimination and/or harassment.

Establish and implement staff training and development programs, including coordinating training with outside organizations, including NEA.

Provide counsel on corporate legal matters, including compliance with labor agreements and applicable laws, as assigned.

Perform other duties as assigned by the Senior Executive Director.

July 12, 2023

**APPLICATION:** Please email a resume or CV that demonstrates your accomplishments and qualifications to jobpostings@mea.org. In addition, please include an employment application, which can be found on the MEA website at www.mea.org.