



March 7th, 2023

Shannon Douvier
Executive Director

Jo Musel Parr
Field & Organizing
Services Director

Bev Pekarna
Finance & Benefits
Administrator

To: AFSCME Council 65 Local Presidents and Chapter Chairs
AFSCME Council 65 Executive Board

From: Shannon Douvier, Executive Director, AFSCME Council 65

Re: **VACANCY FOR THE POSITION OF COUNCIL 65 ARBITRATION
SPECIALIST**

This is to notify you that a vacancy exists for the position of Council 65 Arbitration Specialist. The basic job duties are outlined in the attached job description.

This position shall be the lead labor representative for local unions located in East Central MN. The specific local assignments shall be as assigned by the Executive Director of AFSCME Council 65. The position provides an expense package, insurance, and pension plan. Annual starting salary is \$61,920, placement on the wage scale is limited by the collective bargaining agreement.

If you wish to apply for the position, please submit your resume so it is received in our office prior to 4:00 p.m. on Friday, April 7th, 2023. You must include a daytime phone number with your resume. All resumes are to be emailed to SDouvier@afscme65.org or sent to the following address:

Shannon Douvier
Executive Director
AFSCME Council 65
3335 West St. Germain Street, Suite 107
St. Cloud, MN 56301

Candidates selected for interviews will be contacted to schedule a date and time. If you have any questions, please contact Shannon Douvier at 218-885-3242, ext 201.

cc: AFSCME Council 65 Staff

ARBITRATION SPECIALIST
AFSCME COUNCIL 65

JOB IDENTIFICATION:

Job Title:	Arbitration Specialist
Status:	Full-time
Immediate Supervisor:	Executive Director
Date:	Updated 2/1/2023
Starting Salary:	\$61,920

JOB SUMMARY:

The Arbitration Specialist is responsible for assisting staff with grievance processing and documentation. Prepare and present arbitration cases including but not limited to contested grievance arbitrations, interest arbitrations, unfair labor practices, unit clarification hearings, and NLRB hearings. May also provide coordination and leadership with other outside attorneys handling grievance cases.

ESSENTIAL FUNCTIONS:

- Grievance training, research, and advisement to field staff as needed.
- Examines grievances for merit.
- Participates in the AFSCME 65 Arbitration Screening Panel.
- Prepare, research and present arbitrations cases.
- Works with involved parties to settle grievance issues, if possible, prior to arbitration.
- Prepare arbitration briefs and memoranda related to arbitrations.
- Monitor arbitration decisions that affect labor unions and share with field staff.
- Serves as the chief negotiator in contract negotiations with assigned locals and chapters.
- Does research relevant to contract negotiations, and enforcement of bargaining agreements.
- Attends local and chapter meetings, works to organize the nonmembers in assigned locals and chapters.
- Performs other duties as assigned.

Knowledge and Abilities:

- Proficient computer skills and usage of Microsoft Office platform.
- Strong writing and communication skills.
- Knowledge of public sector labor relations, labor laws, union elections, NLRB practices and arbitration procedures.
- Ability to prepare arbitration briefs, develop strategy and arguments and prepare for presentation of cases.
- Public speaking and presentation skills.
- Possess excellent leadership and motivational skills.
- Ability to prepare and conduct an arbitration case.
- Ability to conduct research and gather information to evaluate issues and proposals.
- Ability to lead, train and educate members.
- Manage diverse tasks effectively while working to ethically address the needs of a wide variety of audiences.
- Must be able to work independently and make decisions on labor issues.

- Must have a valid driver's license and be able to travel.
- Required to work irregular and extended hours.

Education and Experience:

Bachelor's Degree in related field and a minimum of five years labor experience. Experience with Grievance Arbitration process and rules of arbitration. Minimum 3 years' experience in conducting arbitrations before a labor arbitrator.

Working Conditions

This position will have local assignments in addition to the duties of arbitration. These locals will be centrally located. Work is performed in a variety of settings; travel away from home and extended work hours will occasionally be required, including evenings and weekends. This position requires a valid driver's license, insurability, and an automobile.

Compensation

This position offers a positive working atmosphere, competitive starting base salary dependent on experience, plus a robust package of additional benefits including health, dental, vision, life insurance, long term disability, sick leave, vacation time, retirement plan (employer and employee contributions are a percentage of your salary), salary savings plan, cell phone & internet stipend, IRS Mileage rate reimbursement and lodging for all work-related travel. Law license fees and training expenses for CLE's for licensure also covered.

To Apply

For immediate consideration, please send your resume, cover letter, and work sample to Shannon Douvier, Executive Director, AFSCME Council 65, 3335 West St. Germain, Suite 107, St. Cloud, MN 56301 or by email to sdouvier@afscme65.org. Position is open until filled.

This position is held within the MIFSCA collective bargaining agreement. Once hired, the MIFSCA collective bargaining agreement will be supplied.

This is not necessarily an all-inclusive list of job-related responsibilities, duties, skills, efforts, requirements, or working conditions. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.