
PSUFA Job Description

Job Title: PSUFA Grievance Officer	Position Title: Vice President of Grievances
Reports to: PSUFA Executive Council	% Effort or Wkly Hrs: 15-20 hrs
Date: 15 August 2016	Salary/Stipend: \$1200 a month

Position Overview:

Vice President of Grievances shall work closely with the President in all matters of contract administration to: (1) coordinate union representation in grievance proceedings; (2) maintain records of written grievances brought to the Executive Council; (3) help to publicize grievance procedures; and (4) meet regularly with University management to discuss issues of common interest arising out of contract administration.

Principal Duties and Responsibilities (Essential Functions):**

1. Respond promptly to and meet 1:1 with members in grievance and complaint proceedings
2. Attend monthly labor-management meetings when necessary
3. Attend monthly Executive Council meetings
4. Create and chair a Grievance committee to discuss and deal with contract administration
5. Represent and support members in grievance and complaint meetings with the university
6. Consult in the preparation for and negotiation of the Collective Bargaining Agreement
7. Keep written records of all grievance proceedings
8. Help publicize member rights and grievance procedures
9. Protect the interests of all members of the PSUFA bargaining unit
10. Keep open office hours one day a week in the PSUFA office

Supervision Received:

Serves on behalf of the PSUFA membership and reports to the Executive Council.

Supervision Exercised:

Monitor and coordinate the work of the grievance committee.

Qualifications & Skills:

Education: Masters or equivalent.

PSUFA Member in good standing

Skills: Facility with oral and written communication on the telephone, via email, and in-person. Strong listener and problem solver. Good organization and time management skills. Union work experience, or interest in union work an asset.

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.