

SEIU NEVADA LOCAL 1107

Position: Contract Representative (Full-Time)

Location: Las Vegas, Nevada

Who Are We:

SEIU Nevada represents public- and private-sector workers, including county, hospital, and home care workers. We are part of SEIU, one of the largest unions in the country. Together, we are taking on corporate power and helping to build a wider movement for economic, racial, immigrant, and environmental justice.

Position Summary

Contract Representatives are responsible for providing a broad array of technical and administrative services to local Union officers, members, and organizers in the process of carrying out the representational functions of the Union.

A Contract Representative should have the ability to process grievances at every level, including binding arbitration, file unfair labor practice charges with the NLRB and Nevada EMRB, and negotiate MOUs on behalf of the Union. The representational duties include investigatory meetings, drafting/filing of grievances, resolving workplace issues, advising members, and negotiating/drafting settlement agreements.

In addition, the Representative must develop expert-level knowledge of all SEIU Nevada collective bargaining agreements and applicable federal and state labor laws and maintain effective working relationships with stewards and staff to ensure that contracts are properly enforced on a day-to-day basis.

Essential Duties and Responsibilities

Contract Administration

- Scheduling and attending investigatory and grievance hearings and other meetings.
- Has a complete understanding of timelines and works diligently to adhere to the timelines in each collective bargaining agreement.
- Meeting with bargaining unit employees who are in need of representation. Imparting to the employees the
- importance of timelines and transparency regarding their respective cases.
- Preparing for meetings in advance by researching, requesting information and using the collective bargaining
- agreements.
- Interpreting contract language to determine if management is adhering to the collective bargaining agreements.
- Training stewards to represent members.

- Advising Union officers and leaders regarding the proper interpretation of their collective bargaining agreements.
- Assisting officers and members in the drafting of grievances.
- Serving as the Union's spokesperson during the latter stages of the grievance procedure.
- Making recommendations to the Representation Coordinator, Chief of Staff, Executive Director, President, Arbitration Council, staff, and officers on taking grievances forward and in what capacity.
- Initiating, preparing for, presenting, and following through on grievance mediation and representing members in
- arbitrations.

Labor Board Practice

- Drafting and filing unfair labor practice charges at the NLRB or Nevada EMRB.
- Making appearances on behalf of the Union at labor board hearings.
- Representing Union members, officers, and staff testifying at labor board proceedings.
- Researching labor board and other legal precedents in support of the Union position and filings.

Contract Negotiations

- Led a bargaining team as a first or second chair or assisting the Chief Negotiator.
- Crafting ground rules, contract language proposals, and counter-proposals at the bargaining table.
- Managing the mechanics of negotiations.
- Research comparable contracts and legal standards to inform the bargaining process.

Local Union Administration

- Advising and assisting local Union officers in administrative functions or problems.
- Serving as the liaison between local Union officers and the appropriate bargaining unit members.
- Advocating on behalf of public and private sector employees.
- Perform other duties as assigned.

Qualifications

Education and Experience

- High school diploma or equivalent required; associate degree preferred.
- Four or more years of representation, advocacy, and/or litigation experience preferred with labor union experience a significant plus.
- Demonstrated skill and experience with due process, contract negotiations, and dispute resolution is highly desirable.

Knowledge, Skills, and Abilities

- Proficiency with computers and applications. The software includes, but is not limited to Microsoft Word, Microsoft Excel, Microsoft Access, Power Point, Google Email/Docs, etc., and Internet.
- Ability to organize and prioritize tasks in order to meet strict deadlines.
- Ability to respond to or make quick decisions.
- Exercise a high level of confidentiality in handling Union and member information.
- Ability to handle multiple tasks at once while dealing with constant interruptions.
- Ability to think and plan strategically.
- Ability to manage multiple tasks and competing deadlines with a high level of attention to detail
- Dependable self-starter who can work with minimal supervision in a fast-paced environment
- Sound judgment, problem-solving skills, and a collaborative approach to work
- Commitment to labor values, equity, and worker empowerment

Preferred Qualifications

- At least two (2) years of experience working for a labor union, with familiarity with union grievance processes and contract administration

Working Conditions

- Primarily office-based work with regular travel to hearings, meetings, worksites, conferences, and events.
- Occasional evening and weekend work required, including long and irregular hours.
- Occasional travel in-state and out-of-state may be required for conferences, training, campaigns, and organizational events.
- Participate in union events, actions, rallies, conventions, conferences, member meetings, and political campaign activities as assigned.

Physical Requirements

- Ability to sit and work at a computer for extended periods.
- Ability to travel for hearings, meetings, negotiations, and organizational activities.
- Ability to communicate effectively in person, virtually, and by telephone.
- Ability to occasionally lift and carry files, office materials, and legal documents up to 25 pounds.

Classification

- Full-Time
- FLSA Exempt Position
- Reports to: Representation Director/Coordinator

Salary and Benefits

The salary range for this position is \$60,600.00 to \$81,441.33 annually, commensurate with experience and qualifications.

SEIU Local 1107 offers a comprehensive and competitive benefits package, including:

- 100% employer-paid medical, dental, and vision coverage
- 100% employer-paid pension plan contribution at 21% of base pay
- Automobile Allowance
- Life insurance coverage
- Long-term disability insurance
- Generous paid time off (PTO)
- 12 paid holidays per year
- Additional benefits and programs as provided by the organization

How to Apply

Interested applicants should submit the following:

- Cover letter
- Resume
- Professional references

Please send application materials to: humanresources@seiunv.org.

In the subject line, please write: "Contract Representative."

Applicants must pass the typing and administrative skills test.

NO PHONE CALLS PLEASE

Equal Employment Opportunity Statement

SEIU Local 1107 is committed to creating a diverse and inclusive workplace and is proud to be an equal opportunity employer. Applicants are considered for employment without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, veteran status, or any other protected status under applicable law.