



Job # CSUEU.2018.12

There is a **short term** vacancy in CSEA Affiliate, CSUEU, which will be filled in the classification of **Labor Relations Representative** (\$5,090/mo - \$7,535/mo). This position will be based in Southern California.

California State University Employees Union/SEIU Local 2579 represents approximately 16,000 represented employees across California. CSUEU's members are the backbone of the California State University system. The Labor Relations Representative position reports directly to the CSUEU Executive Director.

Duties include but are not limited to:

Organizes state and university employees, represents state and university employees and the Association in employer/employee relations matters and trains state and university employees and staff in employer/employee relations functions. The duties include, but are not limited to, the following:

- Advising, assisting, training and/or participating in all aspects of the negotiation and grievance processes including, but not limited to, collection and assimilation of demands and data, coordination and advocacy.
- Representing individuals and the Association in arbitrations, disciplinary matters, unfair practices and other administrative actions.
- Organizing the workplace by signing up members, assisting the workers in coming together for mutual aid and protection, and informing the workers of the benefits of membership in the Association.
- Aiding the Association, its members and official bodies in carrying out the objectives of the Association.
- Acting as technical advisor and coordinator to various Association bodies, stewards and officials.
- Providing advice, training, coordination and assistance to workers and job stewards on matters of wages, hours and other terms and conditions of employment.
- Performing other staff, job steward and member training functions.
- Ability to independently handle difficult and complex issues in labor relations matters.
- Ability to exercise skills in interpersonal relationships.
- Performing other duties as required.

Education: Either: (1) a certificate of successful completion of the University of California's Extension Program in Labor-Management Relations; or (2) a four (4) year college degree.

Experience: For those individuals not possessing a four year college degree, at least three (3) years of professional experience in employer/employee relations providing representation at a level equivalent to that required of a CSEA Labor Relations Representative.

For those who do possess a four (4) year college degree, at least one (1) year of professional experience in employer/employee relations providing representation at a level equivalent to that required of a CSEA Labor Relations Representative

Other: Possession of a valid California driver's license and automobile.

Any employee interested in this position should notify the CSEA Human Resources Department in writing by sending an email to careers@calcsea.org.

Please include your resume and list the job number, **Job # CSUEU.2018.12** in your subject line.