

Engineers and Scientists of California, IFPTE Local 20/Kaiser Permanente

Job Description

Position: Contract Specialist

Category: Part-time (.5 FTE) [20 hours/week]

Position Summary:

An Individual appointed to the Contract Specialist role is expected to serve a one (1) year term, and must return to his/her former position upon completion of her/his term. The Contract Specialist is expected to demonstrate the ability to fully engage front-line workers in Partnership activities. Moreover, the Contract Specialist will aid Stewards in the difficult task of balancing their traditional representational duties related to the administration of collective bargaining agreements with their role in Partnership activities. The Contract Specialists duties will include, but not be limited to, contract interpretation and administration, contract education, guidance in grievance and problem resolution, improvement in shop steward capacity and consistent contract application. This guidance may include On The Job Training of Stewards in the Informal Step of contract grievances and/or Level 1 and 2 of Issue Resolution. They may also attend regional committees both under Local 20 contracts (e.g. RPPC or LSLMC) and the National Agreement (e.g. Regional Attendance Cttee; IDM Cttee). The Contract Specialist will partner with the designated Local 20 Staff Representative for their assigned area. The position of Contract Specialist is not intended to replace the role of the stewards.

Furthermore, it is anticipated that this role will advance the Partnership by:

- Allowing stewards more time to focus on Partnership activities at the facility and work unit level;
- Building expertise and promoting consistency in contract interpretation and implementation by partnering with local HR Consultants; and
- Building capacity through the development of many contract experts.

Partnership activities may include, but will not be limited to:

- Attending LMP Strategy Meetings
- Promoting UBTs
- Attending LMP Workplace Safety Meetings
- Attending LMP Attendance Meetings
- Attending service area LMP Councils
- Attending LMP Coalition Meetings, conferences, etc.

The Contract Specialist will:

- Participate in, facilitate, or conduct Membership Meetings, Unit Based Team activities, LMP trainings, Steward Meetings, Steward Trainings, other member education;
- Participate in and demonstrate the skills of interest based problem solving,
- Be responsible for communication; and
- Conduct Walk-throughs, distribute literature, have member-to-member, 1-on-1 conversations, return phone calls, author emails and other correspondence.

The Contract Specialist is paid by the Employer at straight time for lost time at his/her current rate of pay and continues to be eligible for all benefits and wage increases. The Contract Specialist will be able to work overtime as requested by the Employer or the Union in his/her capacity as a Contract Specialist and/or according to his/her home base department procedures in offering overtime. All overtime as a Contract Specialist must have prior approval of the Union and the Employer. The Contract Specialists will be responsible to accurately record their start and end times, including meal periods. They will be expected to report their

schedule and planned activities to the Union Staff Representative to whom they are assigned on a weekly basis. If they are on-site, they will be expected to utilize the TIME system. In situations where they are off-site and cannot use the TIME system to record a start time, an end time, or a meal period, they will record on a manual edit sheet.

Disputes related to the implementation and maintenance of the Contract Specialist role will be referred to Francisco Preciado (or designee) and Albert Mossman (or designee) in the Northern California Region of Kaiser

The decisions and judgments made by a Contract Specialist may have a profound impact on workers' lives. The Contract Specialist will ensure the success of the Union and success of the LMP by:

- Upholding the MPU and Optometry Unit's Guidelines and Principles and Local 20's Constitution and By-Laws, and implementing the program of the Executive Board;
- Effective communications with members, stewards and staff;
- Educating and supporting members and stewards;
- Motivating, organizing and mobilizing members in Kaiser Permanente to protect their rights and improve the quality of their work lives;
- Working in a partnership environment where there are differing levels of participation by management and members;
- Providing effective leadership in carrying out the goals and programs of the Union in leadership development/membership participation within Kaiser Permanente; and
- Accepting and following direction of the assigned Staff Representative and the Assistant Executive Director or his/her designee with substantial input from the Director of Labor Relations or his/her designee.
- Ensures the respective Kaiser Vice-Presidents are kept updated regularly.

Job Responsibilities:

A Contract Specialist:

1. Is a Local 20 Shop Steward.
2. Works well with Local 20, the facility Union representative/organizer, and with facility stewards to build organizational power.
3. Accurately interprets the collective bargaining agreements and effectively represents members.
4. Identifies and prioritizes issues.
5. Identifies, recruits and helps develop member leaders.
6. Is able to work independently to help build and maintain a steward system designed to empower and mobilize workers through contract negotiation, contract enforcement, and any other duties assigned.
7. Is able to assist the facility stewards and Union representative/organizer in building and maintaining a steward system designed to empower and mobilize workers through contract negotiation, contract enforcement, and Labor/Management Partnership.
8. Educates workers and management on how LMP relationships work and how workers/management can/should use that knowledge.
9. Educates/Trains members and stewards about the Union's program, the contract, leadership, contract enforcement methods and tactics, etc.
10. Communicates with workers including listening, framing issues and motivating them to participate actively.
11. Visits work sites and members on a regular basis covering all shifts.
12. Organizes and mobilizes members.

13. Remains an employee of Kaiser Permanente.
14. Completes all required administrative tasks (e.g., grievance forms, letters, appropriate time keeping, etc.) in a timely manner.
15. Performs other duties as assigned.
16. Is able to work weekends, nights and holidays, as required.
17. Is able to travel occasionally out of the area, within the state of California.
18. Deals effectively with frequently changing priorities, changes in plans and schedule changes.
19. Partners with Management in the environment of an LMP.

Qualifications (Knowledge, Skills and Abilities):

1. Ability to carry out the responsibilities of the job
2. Ability to learn (or have knowledge of) a relevant special body of knowledge including labor law like NLRA, MMBA, FLSA, Cal OSHA, FMLA, Title 22, ADA, Workers Compensation, etc.
3. Knowledge of LMP
4. Proponent of LMP
5. Knowledge of workers, the workplace, labor, and political issues affecting our members
6. Excellent interpersonal skills as demonstrated by the ability to relate, establish and cultivate respectful relationships with people from diverse backgrounds
7. Adept at leading and motivating workers in necessary struggles
8. Dedication to workers' rights and social justice
9. Skilled at managing and meeting many and varying deadlines
10. Effectively demonstrable oral, written and listening skills in English; bilingual skills highly desirable
11. Excellent analytical and judgment skills as demonstrable by the ability to assess information and evidence and act strategically
12. Excellent organizational and prioritizing skills, showing flexibility as needed; adept at dealing with conflicting/changing priorities
13. Ability to work and organize independently and/or as part of a team

Assignment:

The Contract Specialist may be assigned to a worksite other than her/his own within the jurisdiction of Local 20 in the region she/he is from (Northern California) and within a reasonable distance from either the Contract Specialist's home or former worksite. They will also be expected to be assigned to work with members in bargaining units other than their own.

Tools:

The Contract Specialist is required to have a valid driver's license, current automobile insurance and a working automobile at all times.

Compensation:

The Contract Specialist will continue to be on the Kaiser payroll, continue to be considered an hourly employee (as applicable) and will be paid 20 hours per week. The Contract Specialist will be required to report his/her time worked on a regular basis using the Employer's time system.

It is the intent of the Employer that any employee participating in this program will not be economically disadvantaged by his/her participation. Any differentials or other compensation an employee participating in this program received on his/her job will be continued while serving in the Contract Specialist job. Overtime will be paid over 40 hours per week, or as outlined in the local contract, **however overtime is limited and strictly subject to approval by the** Contract Specialist Job Description

Employer on a case by case basis pursuant to the local agreement (CBA). The Contract Specialist will continue medical benefits, paid time off and all other Kaiser benefits, paid by Kaiser, during his/her employment with the Union. The Contract Specialist will be eligible for mileage and travel reimbursement as provided by Kaiser Permanente policy.

Term of Position:

The Contract Specialist may serve in this capacity for up to one year. Employment in this position shall be at the sole discretion of the Union, and a Contract Specialist may be returned to his/her Kaiser Job at any time, for any reason. In no case shall a Contract Specialist remain in the position longer than one calendar year, and may not serve again during the term of the current collective bargaining agreement.

Physical Demands:

The capacity to lift up to 25 pounds is required.

Relationships/Training and Development:

The Contract Specialist works under the direction of the Executive Director (or designee) and the Kaiser supervisor (outlined in the Special Assignment Agreement). Additionally, the Contract Specialist works closely with the union representatives, Union members, workers, management at all levels, Unit officers, Executive Board members, Union officers, and other Union staff. The Contract Specialist works closely with the Kaiser Human Relations Consultants and Labor Relations staff, specifically with local Human Resources representatives. The Union is committed to providing effective training and development for all Contract Specialists during their service in this position.