

Job Posting

February 26, 2021

POSITION DESCRIPTION



Classification title:	Business Agent
Working title:	Same as above
Salary range:	14L
Job type:	Full-time
Reports to:	Director of Member Engagement, Development and Organizing
Bargaining unit status:	Non-exempt
Travel:	Extensive travel required
Date of revision:	March 21, 2014

1. **POSITION PURPOSE:** The Business Agent is an entry-level position responsible for providing effective member representation at the Minnesota Association of Professional Employees. S/he is ultimately charged with ensuring that members are treated fairly by the employer, as well as organizing members in the workplace and community. Taking direction from the Director of Member Engagement, Development and Organizing, the Business Agent is held accountable for the following duties and responsibilities, articulated in no particular order of importance: (i) contract administration and negotiation, (ii) member advocacy, (iii) organizing, and (iv) other related tasks as assigned.

2. DUTIES AND RESPONSIBILITIES:

I. Contract Administration and Negotiation: The Business Agent is responsible for contract administration and negotiation. Specific duties include:

- Administering and enforcing the terms and conditions of contracts.
- Interpreting contract language and responding to members' enquiries.
- Serving as a liaison between members and employers.
- Informing and advising members on contract negotiations and MOUs.
- Negotiating county/municipal collective bargaining agreements as assigned.

II. Member Advocacy, Engagement, Development and Organizing: The Business Agent is expected to advocate for members under the guidance and assistance of senior colleagues. Specific duties include:

- Representing members in grievance cases and arbitrations.
- Supporting and advising members who are subject to disciplinary action.
- Representing members at pre-discharge meetings.
- Assisting members in performance appraisal appeals.
- Attending and advising members at meet-and-confer meetings.
- Collaborating with stewards, officers, and committees to ensure effective member representation.
- Supporting member programs that promote and organize membership and member participation.
- Supporting member programs that promote leadership development, professionalism and member education.
- Supporting member programs that enhance local union function and activism.
- Supporting MAPE's legislative/political and/or issue campaign work as needed.

III. Other related tasks as assigned: The Business Agent is expected to carry out a number of other responsibilities. Specific duties may include:

- Attending meetings for assigned Locals.
- Coordinating and leading various trainings.
- Acting as a liaison between Locals and MAPE's central office.
- Providing advice and counseling to MAPE stewards.
- Collaborating with MAPE staff on various projects and assignments.

3. **PERFORMANCE REVIEW:** The performance of the Business Agent will be reviewed annually by the Director of Member Engagement, Development and Organizing and Business Manager. The purpose of the performance review will be twofold: (i) to agree to a set of concrete goals for the following six months and (ii) to assess the extent to which goals from the previous six months have been achieved. Performance targets should be based on the responsibilities and duties articulated in this position description.

4. **PERSON SPECIFICATION:** The ideal candidate for the post of Business Agent should:

- Possess one year of relevant work experience (preferably in a unionized workplace).

- Have documented successes in the areas of member representation and contract administration.
- Demonstrate advanced knowledge of labor relations, labor and contract law, Minnesota's Public Employee Labor Relations Act, and the operations of Minnesota state agencies.
- Demonstrate interest in and aptitude for successful organizing.
- Be knowledgeable of relevant employee resources.
- Possess superior problem-solving and negotiation skills.
- Be able to work independently and in a team.
- Communicate effectively.
- Be able to prioritize in a multi-tasking environment.

N.B.: The goals and work activities listed in this position description are intended to describe the essential functions of the person or persons assigned to this job. They are not intended as an exhaustive list of all job duties, responsibilities, and requirements.

All MAPE staff is prohibited from any involvement in MAPE local, regional, or statewide internal politics.

To be considered, qualified candidate must submit a resume, cover letter detailing experience in each of the key duty areas outlined in the job description, a relevant writing sample and three references no later than March 29, 2021 to: jobs@mape.org