



New York State Correctional Officers & Police Benevolent Association, Inc.

102 Hackett Blvd. - Albany, NY 12209
(518) 427-1551 www.nyscopba.org nyscopba@nyscopba.org



**Please post this memo regarding an employment vacancy on your
sector bulletin board.**

TO: All Sector Stewards
FROM: Chris Summers, Recording Secretary
RE: Employment Vacancy
DATE: June 25, 2021

The following employment vacancy has occurred at NYSCOPBA.

Grievance Department Assistant– 1 Fulltime position

Resumes for the above position must be received by certified mail no later than the Close of Business July 26, 2021 and should be mailed to:

NYSCOPBA
Attention: Chris Summers
102 Hackett Blvd.
Albany, NY 12209

If you have any questions regarding this matter, please feel free to contact me at 518-427-1551 Ext. 242.

cc: Executive Board
NYSCOPBA Web Site
Retirees
PANE
File

Job Description- Grievance Dept. #3

Assist the Grievance Director and Staffing/Grievance Specialist in various duties related to grievance processing, security staffing, etc. such as:

- Analyzing Step 2 grievances, from the various agencies, to ascertain which will be pushed forward for an appeal to Step 3 (G.O.E.R.)
- Assist in writing closure letters to grievant in which the analysis dictates that the grievance lacks merit to go forward.
- Research and work up grievance files that have been appealed to Step 3. Research includes interfacing with the NYSCOPBA Business Agents, the law firm and the grievant themselves to build a credible case.
- In the absence of the Grievance Director, attend Step 3 hearings with G.O.E.R. and argue in favor of the grievances heard, based on research, to include Grievant participation by telephone.
- Respond and assist local facility stewards and members that call and seek advice on the preparation and writing of contract grievances.
- Respond to emails from stewards and members with general or specific questions about the contract, writing and/or processing grievances.
- Any of the other various duties that may be involved in grievance processing.
- Assist the law firm in various duties related to the preparation of grievances for triage, expedited arbitration and full arbitration.
- Periodic attendance at bi-monthly triage meetings between GOER, the law firm and the master arbitrator.
- Assist the attorneys in case preparation for expedited arbitrations and full arbitrations.
- May be called upon to testify at contract arbitration hearings, (both expedited and full).
- Annual facility vacation work ups.
- Assistance on staffing audits.
- Aid in working up and preparing reports for the Executive Board, Executive Assembly or the various NYSCOPBA contract professionals, at the direction Of the Executive Board.
- Assist in the preparation for training of NYSCOPBA stewards.

- Periodically fill in for business agents at IG interrogations at Building 2.
- Send out C.S.R. 4.5 packets to recently terminated probationary employees.
- Attend C.S.R. 4.5 interviews with terminated probationers.
- May be called upon to fill in for regional representatives at Step 2 evaluation appeals.
- Assist the NYSCOPBA Joint Committee on Workers Compensation.
- Answer and return phone calls on a myriad of Union issues, including but not limited to contract questions.
- Answer emails on a myriad of issues, including but not limited to contract questions.
- Track assault on staff at the various institutions and facilities.
- Any other duties that may be periodically assigned by the Executive Board.

QUALIFICATIONS

Strong written and verbal communication, interpersonal, and membership-service skills: Strong communication and interpersonal skills with the ability to act as a resource for, provide membership service in a courteous manner to, and work effectively with diverse groups of people at various levels within an organization. Writing skills sufficient to compose and edit a variety of documents using correct spelling, grammar, and punctuation, with the ability to pay close attention to detail and proofread work carefully.

Ability to work accurately, with interruptions, to meet deadlines: Ability to work in a flexible way that allows for changes in assignments and priorities depending upon identified needs of the unit. Must be able to multitask.

Good organizational, time management, member service and problem-solving skills and the ability to work accurately and meet deadlines with frequent interruptions: Organizational skills sufficient to prioritize work and complete assignments accurately, either independently or as part of a team, under pressure of competing deadlines and with frequent interruptions, working from own initiative and/or following direction, policies, or procedures. Ability to identify member needs and maintain and support a membership service philosophy. Ability to use analytical and decision-making skills to offer options and resolve problems in a variety of contexts.

Ability to work well independently as well as part of a team: Ability to work in a flexible way that allows for changes in assignments and priorities depending upon identified needs of the unit.

Ability to exercise flexibility, initiative, good judgment and discretion: Ability to exercise good judgment and discretion in handling confidential materials and matters. Flexibility to work effectively in a changing environment. Ability to adapt to changes in work environment, work assignments, and/or changes in priorities.