

LABOUR RELATIONS OFFICER

Labour Relations Officer duties may include any or all of the following:

Organizing

- Organizes new PEA bargaining units, conducts membership drives and prepares certification applications for presentation to Labour Relations Board.

Membership Services / Dispute Resolution

- Advises members of rights and obligations established under collective agreements, by law or otherwise;
- Investigates disputes; pursues appropriate remedies with employer representatives;
- Represents members in 'rights' disputes with employers, including grievances, classification appeals, competition appeals, harassment complaints, and other remedial procedures;
- Organizes and attends membership information meetings;
- Attends chapter executive and sub-committee meetings;
- Represents PEA on joint union-management committees;
- Assists in development and presentation of training programs for local representatives and others;
- Prepares and presents cases before arbitrators and other third party adjudicators;
- Produces 'copy' for *The Professional* and other union publications.

Research

- Maintains and expands comprehensive pay and benefits data library to support union bargaining positions;
- Monitors union, public and private sector sources for bargaining support data and information on issues affecting PEA and PEA members;
- Researches and writes occasional discussion and position papers.

Collective Bargaining

- Monitors contract problems and members' suggestions for improving collective agreements;
- Solicits members' proposals for new and renewal collective agreements and produces reports for contract bargaining committees;
- Prepares background information, draft contract language and research support for contract bargaining committees;
- Attends contract bargaining committee meetings and provides advice on contract terms and negotiating strategies;

- Conducts collective bargaining as second or lead negotiator;
- Prepares ratification materials, attends membership ratification meetings, and conducts ratification votes;
- Prepares and presents 'interest' arbitration submissions;
- Conducts strike votes and choreographs strike activities, as necessary.

Other

- Carries out other related duties assigned by the Executive Director or Senior Labour Relations Officer.

SEPTEMBER 29, 1995