



JOB DESCRIPTION



Labor Representative I

Position Code: LRPI

SALARY RANGE - 1170

FLSA Status : Non-exempt

DESCRIPTION:

Under supervision, to provide counsel and representation to Association members in their employment relationship with the County of Riverside, including representation during grievance and disciplinary interviews, investigations, and hearings.

The Labor Representative/Paralegal series is used to perform a wide variety of representational and administrative staff work requiring specialized knowledge of the Association, employment relations laws and practices, and general office procedures, communications, including frequent and responsible public and member contact; works cooperatively with staff, and performs other duties as assigned.

The Labor Representative/Paralegal I is considered an apprentice level position that works under close supervision of the Executive Director, General Counsel, and/or ranking Labor Representative/Paralegal personnel, and is generally delegated more complex assignment(s), including attorney support, research, and case preparation assignments.

BASIC QUALIFICATIONS:

Incumbent must possess:

- A valid California Driver's License;
- Proof of car insurance;

Additionally:

- Must own a dependable vehicle;
- Be available to work each business day;
- Be willing and able to work flexible shift hours, including: weekends, night hours, and Holidays;
- Be willing and able to work overtime when necessary;
- Be willing and able to travel extensively throughout Riverside County on a regular basis;

TRAINING, EDUCATION, AND EXPERIENCE REQUIREMENTS:

- Must possess a paralegal degree from an accredited College or University, or the equivalent thereof; and

- A minimum of one (1) year of experience as a full-time paid Labor Representative/Paralegal.
- Must have completed all required annual continuing Professional Education Units (CPU) as prescribed by the relevant accrediting entity and/or the RSA; or
- Alternatively, these requirements may be waived if a candidate has two (2) or more years or documented experience working in a substantially similar capacity as a labor representative with another labor organization. To qualify under this provision, a candidate's experience must be evaluated, approved, and certified by the Association's General Counsel.

COMMUNICATIONS/INTERPERSONAL CONTACTS:

Incumbents of the Labor Representative/Paralegal classification series are required to possess exceptional interpersonal skills, including oral and written communication skills.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Assists individual members in their employment relationship with the County of Riverside;
- Assists individual members in preparing and processing grievances and represents such members during grievance proceedings, including: pre-step, the "grievance meeting", and arbitrations;
- Represents members during disciplinary investigations, interviews, Skelly hearings, and post-discipline appeal hearings;
- Works closely with the Association's staff and contract Attorneys in the preparation, management, and facilitation of legal matters, including: court matters, grievances, and disciplinary appeal matters;
- Works closely with the Association's Legal Review Committee and designated legal defense plan in facilitating the delivery of services and benefits made available to RSA members through those programs;
- Analyzes and makes recommendations for the resolution of problems and work procedures;
- Contributes to the publication of the RSA All Points Bulletin, other publications, and other communication efforts of the Association;
- Assists in the development and training of other employees, members, and elected Association Officials;

- Prepares reports, studies, and correspondence in relation to representational duties, collective bargaining operations, and/or other assigned activities;
- Conducts Chapter visitations as assigned;
- Represents RSA at various meetings as assigned;
- Performs other duties as assigned;

NOTE: *The Riverside Sheriffs' Association reserves the exclusive right to amend any portion of this job description at any time and without prior notice.*