

July 8, 2022

Union ★
Update

OPEIU
Local



for OPEIU Local 8 members at Kaiser Permanente

Now that OPEIU Local 8 Members are covered by the National Agreement between Kaiser Permanente and the Coalition of Kaiser Permanente Labor Unions (<http://www.unioncoalition.org/>), there are so many opportunities to impact your workplace by participating in labor/management activities. Through our partnership with Kaiser, bargaining unit employees can serve on committees, work groups and task forces to develop and evaluate KP initiatives, new work processes and pilot programs. Volunteers are released on work time to participate.

As a member of the Coalition, our Union is awarded the position of **Contract Specialist** – paid for by Kaiser Permanente and directly supervised by OPEIU Local 8. This is a full-time job for a union activist wanting to make a difference on-the-job. Please see the Job Announcement below.



OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION LOCAL NO. 8

Job Announcement

Office and Professional Employees International Union Local 8 is seeking applicants for the position of **Contract Specialist**. This position reports to the Local 8 Business Manager and Union Representatives serving bargaining unit members at KP/WA. The Contract Specialist is to work out of the Seattle union office or a KP/WA Facility.

DESCRIPTION:

The Contract Specialist will be responsible for interpreting and administering the local Collective Bargaining Agreement between OPEIU Local 8 and KP/WA and the National Agreement between Kaiser Permanente and the Coalition of Kaiser Permanente Labor Unions. The Contract Specialist will serve a minimum of one (1) year – which can be renewed by mutual labor/management agreement and will return to his/her former position when the assignment ends. The position is paid by KP/WA at the rate of the successful candidate's current rate of pay and includes full benefits and wage increases.

The Contract Specialist partners with Union officers and staff, HR consultants,

management, and other labor partners and union affiliates. This position involves interpretation of the OPEIU Local 8 contract and the Coalition National Agreement, grievance handling, problem resolution, implementation of KP Labor/Management Partnership (LMP) initiatives, oversight of consistent contract administration, training, development of education tools and recruitment of Shop Stewards and union activists to engage bargaining unit employees in Partnership activities. The position of Contract Specialist is not intended to replace the role of Shop Steward.

QUALIFICATIONS AND REQUIREMENTS:

- A Local 8 member in good standing for at least 12 months.
- Experience assisting members in resolving disputes, grievances, and other workplace issues.
- An understanding of how the collective bargaining process works.
- Ability to ensure the consistent application of KP policies and structures, the Union's local contract and the Coalitions National Agreement.
- Computer literate and proficient with Microsoft Office Suite.
- Capable of performing multiple tasks simultaneously and within designated timeframes.
- Ability to write clearly and speak effectively.
- Skilled in reading, comprehending and interpreting policies, contract language and laws.
- Ability to work well under pressure and interact with a wide variety of people.
- Understanding KP policies and structures and the union's constitution and by-laws by staying informed and up to date with regional and national information and initiatives.
- Follows the direction of the appropriate Union representative with input from KP/WA Labor Relations.
- Available for both occasional in-state and out-of-state travel.
- Possesses a Washington driver's license and reliable automobile.

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Enforce the Union Contracts and ensure the rights of members are upheld.
- Conduct New Member Orientations.
- Assist the Union in the grievance process to include attendance at investigatory meetings, information gathering, document drafting, oral presentations and note-taking.
- Draft written communications and updates.
- Participate in bargaining, issue resolutions and interest-based problem solving.
- Advise management and staff on contract interpretation, implementation and enforcement of both the Local 8 Contract and the National Agreement.
- Assemble committees for the Union when addressing the implementation of KP/WA and Partnership initiatives.
- Prepare and deliver trainings for new Shop Stewards, workplace leaders and/or management.
- Recruit employee volunteers to ensure labor representation in all KP/WA – Partnership activities.
- Help maintain communication between OPEIU Local 8 and Kaiser Permanente.

To apply, please send an application letter stating your interest in this position and resume to OPEIU Local 8 by email at libby@opeiu8.org, by fax: 206-441-0207 or by mail: OPEIU Local 8, 2900 Eastlake Ave E, Suite 220, Seattle, WA 98102.

Position closes on Friday, August 5, 2022

Visit our website



OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION LOCAL 8

OPEIU Local 8 | 800-600-2433 | Fax 206-441-0207 | opeiu8@opeiu8.org | www.opeiu8.org

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