

DEFENSE REPRESENTATIVE I

Salary Range \$6,599 - \$8,175 Monthly

DEFINITION:

Under general direction, performs a wide variety of administrative staff work requiring specialized knowledge of the Association, employee relations and general office procedures, communications, including frequent and responsible public and member contact; works cooperatively with staff; and performs other duties as assigned.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Assists individual members in their employment relationship with the County of Los Angeles;
- Assists individual members in preparing and processing grievances and represents them in administrative hearings;
- Analyzes and makes recommendations for the resolution of problems and work procedure;
- Attends meetings of the Unit Representatives;
- Contributes to the publication of the ALADS Dispatcher, other publications, and other communication efforts;
- Prepares reports, studies, and correspondence;
- Conducts work site visitations;
- Represents ALADS at various meetings as required;
- Performs other duties as assigned.

DESIRABLE EMPLOYMENT STANDARDS:

Graduation from an accredited college or university with a Bachelor's degree in public administration, business administration or closely related discipline and at least one (1) year of full-time experience in a related professional capacity.

Knowledge Of:

Public sector unionism, California labor laws, organizing methods, administrative hearings, collective bargaining, dispute resolution, employee relations, modern office practices and procedures, current personnel practices, and principles of communication.

Ability To:

Perform a wide variety of highly responsible duties, use advanced English skills, including spelling, grammar, sentence structure, and original composition; prepare accurate reports; exercise independent judgment on matters where the consequence of error is moderate; establish and maintain effective relations with staff, members and the public; and work under pressure accomplishing the duties and responsibilities of the position.

NECESSARY SPECIAL REQUIREMENTS:

- Incumbent must have valid California Driver's License, proof of car insurance, a dependable vehicle available to work each business day, and be willing to travel extensively throughout Los Angeles County on a regular basis.
- Willingness to work a flexible schedule, beyond forty (40) hours per week, be on-call and work occasional weekends.
- Attend annual continuing education training courses relevant to the position.

DISTINGUISHING CHARACTERISTICS:

- Incumbent works under the close supervision of the Member Services Manager and is generally delegated less complicated assignments.
- The period of service for an incumbent ranges from a minimum of twelve (12) months to a maximum of eighteen (18) months.
- No later than eighteen (18) months from date of appointment, the incumbent will either be promoted to Defense Representative II or released from Association service.

PHYSICAL DEMANDS:

While performing the duties of this position, the incumbent is regularly required to: use hands to finger, handle or feel objects, tools, controls and equipment; both see and hear; walk, sit and stand, and drive a motor vehicle; communicate verbally on the telephone and in person; occasionally lift to 20 lbs.; and occasionally kneel and bend.

WORK ENVIRONMENT:

The incumbent will work principally in an office setting.