

Portland Federation of Teachers and Classified Employees
FIELD REPRESENTATIVE
Job Description

The PFTCE Field Representative position demands direct contact with PFTCE Classified Employees for the purpose of Union representation, as well as increasing membership involvement and numbers. The Field Rep's role is vital to the overall effectiveness of the operation of the Union. In partnership with the PFTCE President, the Field Rep will be responsible for increasing PFTCE represented employees' awareness of the important role of the Union. The Field Rep and the Union President will collaborate in all non-administrative duties, whenever possible.

I. Specific responsibilities shall include, but not be limited to:

- A. Union Administration Involvement-
 - 1. Work directly with the President to address issues and concerns of the general membership.
 - 2. Attend labor/management Contract Administration with the President.
 - 3. Maintain contact with employees through email and phone calls.
 - 4. Act as employee's Union representative at District administrator-requested meetings regarding investigatory, disciplinary, and/or employment termination matters when necessary.
 - 5. Address member's questions, both incidental and contractual in nature.
 - 6. Keep accurate records of member/Union interactions.
 - 7. Work with office staff in maintaining PFTCE Classified Employee Listserv, utilizing District provided records.
- B. Membership Recruitment-
 - 1. At the start of each new school year, visit worksites to contact new employees, introducing them to the advantages of Union membership.
 - 2. Throughout the school year, work with Worksite Classified Representatives to increase membership, employing the MCIO plan.
 - 3. Contact Fair Share members through semi-annual mailings, and worksite visits.
- C. Worksite Classified Representatives (WCR) Support and Training-
 - 1. If a Member Liaison is on staff, work with the Member Liaison to:
 - a. Ensure that each worksite/department has a WCR.
 - b. Create and schedule relevant WCR training, in conjunction with President and other office staff.
 - c. Develop and offer WCR trainings at Classified Connections, as appropriate.
 - d. Assist WCRs in holding worksite meetings. Whenever possible, attend those meetings.
 - 2. If there is no Member Liaison, items C 1a-d, above, will chiefly be the Field Rep's duty.
 - 2. Serve as primary contact person for WCRs.
 - 3. Maintain WCR Listserv.
- D. Assume the role of Lead Negotiator during PFTCE contract negotiations. The Field Representative will work closely with the President (Chief Negotiator) and the Bargaining Team.
- E. Represent PFTCE Classified Employees through contract enforcement, including investigation, research, grievance preparation and filing, hearings, and arbitration. Be available to members as needed.
- F. Regularly write articles for the PFTCE Profile regarding contractual, or other issues, as needed.
- G. Serve on committees, as requested by Executive Board and/or President (i.e. Health and Welfare Trust; Classified Connections Committee, Unassignment Committee, etc.)
- H. Work on any special projects as requested by the President and/or Executive Board.

II. Additionally:

- A. The Field Rep must be computer proficient, with an understanding of Microsoft Word, Excel, and Publisher, Outlook email, and web-based District Groupwise.
- B. The Field Rep must hold a valid driver's license, vehicle liability insurance, and the means to travel to all District worksites.
- C. The work year for the Field Rep shall be 225 days, based on the District's 225 day schedule.