



Union Operations (UO #5)

1 **Subject:** State Worker Contract Specialist Program

2 **Authored by:** Andrea Kennedy-Smith

3 **Submitted by:** Sub Local 200

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5 **WHEREAS** The Contract Specialist program is new to the public sector and the first of
6 its kind in the nation. It was bargained in 2019 with the hope of increasing capacity
7 within our Union and creating better relationships with our agencies' management within
8 the Human Services Coalition. Each coalition is allocated one (1) Contract Specialist for
9 every 2,000 represented members in it.

10 **WHEREAS** Contract Specialists shall mentor and assist union stewards who need
11 guidance with filing grievances, but shall not file grievances in their capacity as a
12 Contract Specialist.

13 **WHEREAS** Contract Specialists shall mentor, mediate, and assist union stewards with
14 filing complaints, but shall not file complaints in their capacity as a Contract Specialist.

15 **WHEREAS** Contract Specialists shall facilitate New Employee Orientations.

16 **WHEREAS** Contract Specialists' focus shall be interpretation of the contract, mentoring
17 union stewards, increasing steward capacity, and helping with labor management
18 committees.

19 **WHEREAS** Contract Specialists will work with the MRC and the MAC to solve difficult
20 or complicated issues and assist in locating a union steward for representation purposes.

21 **WHEREAS** There shall be at least two (2) member leaders on all interview panels for
22 all Contract Specialist positions.

23 **WHEREAS**, there is a need for a written position description delineating the duties of
24 Contract Specialists.

25 **WHEREAS**, there is a need for minimum qualifications of Contract Specialists to
26 include at least four (4) years being a union steward, experience filing grievances and
27 representing union members at investigatory meetings, and at least one (1) term as an
28 officer.

29 **WHEREAS**, there is a need for monthly meetings with the Department of
30 Administrative Services and the Contract Specialists to share information and hear
31 feedback from management.

32 **WHEREAS**, there is a need for better ongoing, clear communication between the
33 Contract Specialist program leaders and the participants of the program, as well as with
34 sub-local leadership that the Contract Specialist is supporting to provide information
35 including but not limited to, names of Contract Specialists, dates of their rotations, and
36 experience of the Contract Specialist (e.g. steward years and experience, officer years,
37 etc.).

38 **WHEREAS**, it is to the collective benefit of SEIU Local 503, OPEU and workers
39 everywhere to share the deep knowledge, experience, and expertise veteran stewards and
40 union leaders have accumulated over the duration of their involvement in the labor
41 movement.

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43 **BE IT RESOLVED** that SEIU Local 503, OPEU shall create a position description

44 delineating duties of the Contract Specialist. Member leaders shall have input on the
45 position description.

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47 **BE IT RESOLVED** that SEIU Local 503, OPEU will share each Contract Specialist's
48 name, agency they work for, an outline of their experience, and what they will be
49 working on to the membership via email and social media pages.

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51 **BE IT RESOLVED** that SEIU Local 503, OPEU shall update the website to include
52 information about the Contract Specialist program and each participants' union steward
53 and leader experience including length of time being a union steward and union officer.

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55 **BE IT RESOLVED** that SEIU Local 503, OPEU shall work with the Department of
56 Administrative Services to schedule a monthly meeting with all the Contract Specialists.

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58 **BE IT FURTHER RESOLVED** that SEIU Local 503, OPEU have exit interviews with
59 each participant of the Contract Specialist Program and that feedback shall be shared with
60 the Board of Directors quarterly.

IMPACT STATEMENTS

Financial: This could be incorporated into current program for contract specialists and there would be no additional financial impact.

Equity: No impact

Legal: No impact

Political: No impact