



New York State Correctional Officers & Police Benevolent Association, Inc.

102 Hackett Blvd. - Albany, NY 12209
(518) 427-1551 www.nyscopba.org nyscopba@nyscopba.org



POST

TO: All Sector Stewards
FROM: Diane Davis, Recording Secretary
RE: Employment Vacancy
DATE: September 8, 2009

Please post this memo regarding an employment vacancy on your sector bulletin board.

The following employment vacancy will occur at NYSCOPBA, COB 10/30/09.

Grievance Director – Fulltime Albany Office – See attached job duties.

Resumes for the above position must be received by certified mail no later than the Close of Business October 8, 2009 and should be mailed to:

NYSCOPBA
Attention: Diane Davis
102 Hackett Blvd.
Albany, NY 12209

If you have any questions regarding this matter, please feel free to contact me at 518-427-1551 Ext. 239.

cc: Executive Board
NYSCOPBA Web Site
File

Grievance Directors Job Duties

- Answer numerous phone calls from Regional Vice Presidents, Business Agents, Stewards and members regarding a wide range of concerns (including grievances and staffing).
- Photocopy, fax and mail any important documents such as triage, expedited and contract arbitration decisions, directives and other pertinent documentation to any and all of the above.
- Assist with contract grievances that have been denied as a result of agency Level hearing, and decide whether or not they are filed to step 3.
- If grievance is determined not meritorious, author letter to grievant and/or Chief Sector Steward explaining position of Grievance Department and outlining procedures for appeal.
- On a bi-weekly basis, prepare and present grievances to the Governor's Office of Employee Relations (GOER) that have been appealed to step 3.
- Review Step 3 review responses from GOER and decide whether or not grievance should be forwarded to Step 4.
- If grievance is determined not meritorious, author letter to grievant and/or Chief Sector Steward explaining position of Grievance Department and outlining procedures for appeal.
- Forward all information to NYSCOPBA law firm and request a demand for arbitration when warranted.
- Ensure all Notices of Discipline processed correctly
- Attend and testify at contract arbitrations as need.
- Attend Inspector General Question and Answer sessions upon request.
- Provide training as required.
- Assist Executive Board with any duties as requested.