

LABOR SPECIALIST
ASSOCIATED GENERAL CONTRACTORS OF ILLINOIS
JOB DESCRIPTION

This position requires professional representation of private sector contractor members of AGC of Illinois in their labor relations with six construction craft unions. The Association represents contractors that perform heavy/highway and utility construction in the State of Illinois and its counties, municipalities, and townships.

This two-person department (assisted by a secretary / administrative assistant), under the direction of the Director of Labor Relations, is responsible through the Executive Director, Labor Committee and Board of Directors for the following functions:

- 1) Annually prepare for and negotiate approximately 36 multi-employer collective bargaining agreements in the name of the Association throughout 8 highway districts, as the lead spokesperson for a negotiating committee comprised of highway contractors from highway districts covered by the geographical jurisdiction of the labor organizations involved, draft proposals, negotiating strategies, and communicate periodic updates to member contractors, subject to direction and control by one or more District Labor Chairmen who are elected to make labor decisions affecting members in that district. This can be as many as 17 agreements to negotiate between January 1 through April 30 of a particular year.
- 2) Coordinate with other contractors and industry-related associations with respect to contract negotiations, as well as positions related to proposed labor legislation, rules, or regulations.
- 3) Coordinate all scheduling of negotiating committee meetings to discuss strategy and actual negotiating sessions with each union.
- 4) Be the custodian of all labor agreements negotiated on behalf of the Association and assist members by interpreting language in various labor agreements.
- 5) Represent members when grievances are filed; if necessary, representing them before grievance committees and arbitrators, to protect the interest of that member, while not compromising the interests of other members. Grievances must be addressed in a timely manner based on language of the particular collective bargaining agreement.
- 6) Advise and represent members when they are threatened or faced with a strike or picketing over disputes arising from one or more labor agreements, including unfair labor practice charges filed by the contractor or by a labor organization with the

National Labor Relations Board (NLRB) involving violations of contracts, jurisdictional disputes, secondary boycotts, and lawsuits for damages.

- 7) Know and advise members when it is in their best interest to engage with competent labor attorneys, and to work with the member and labor attorney to resolve disputes in the best interests of the member and the Association.
- 8) Advise members regarding the state and federal prevailing wage laws, rules, and regulations.
- 9) Serve as the principal staff representative to the Association's Labor Committee.
- 10) Prepare labor reports for the Executive Committee meetings, and quarterly labor reports for the full Board of directors' meetings.
- 11) Recommend labor policy and labor relations strategies to the Chairman of the Association's Labor Committee.
- 12) Monitor, analyze and communicate interpretation and impact of proposed state and federal labor legislation, rules, and regulations as they are likely to affect highway contractors in Illinois.
- 13) Maintain effective working relations with labor relations personnel from other AGC Chapters in Illinois and surrounding states, as well as labor relations professionals employed by AGC of America.
- 14) Maintain a working relationship with the union crafts to ensure an open line of communications for the effective and speedy resolution of grievances, or project site issues.
- 15) Assist in the Association's interface with the Governor's Office, Illinois Departments of Transportation, Labor, and the Illinois General Assembly with respect to significant labor laws, rules, regulations, and related issues.
- 16) Advise members regarding labor relations issues which may arise between contractors.
- 17) Generally, advise members as to their rights and obligations under the National Labor Relations Act, and the Employee Retirement Income Security Act, particularly relating to termination of labor agreements, and withdrawal liability associated with multi-employer defined benefit pension plans.

- 18) Advise members serving as trustees to union fringe benefit funds regarding compliance with fiduciary obligations under ERISA.
- 19) Serve as management trustee on one or more union fringe benefits funds, when such funds are determined to be “troubled”, or it is otherwise determined to be in the best interest of the Association.
- 20) Provide staff assistance to the Safety and Equal Opportunity Committees.
- 21) Monitor and communicate significant changes to state and federal equal opportunity laws, rules, regulations, and programs affecting contractors’ manpower, and subcontracting obligations.
- 22) Develop budgets for the Labor, Safety and Equal Opportunity Committees.
- 23) Must possess the ability to create open dialog discussions with members of the association, and all labor union representatives in the best interest of the membership and the industry.
- 24) Possess the ability to think, and work with priorities changing on a regular basis. Address critical issues in a timely manner.
- 25) Have a minimum of five years in construction related activities, or acquired skills in construction contract negotiations, and dispute resolution.
- 26) Help facilitate Association events as required.

Work Conditions Office environment with principal location in Springfield, IL. Responsibilities for meetings in the office and outside the office at various sites. Travel out of town as necessary.

Hours of Work 8:00 a.m. to 5:00 p.m., less 1 hour for lunch, Monday through Friday with evenings and weekend meetings as required. Normally 3 to 4 evening meetings per year.

Salary/Benefits/Compensation Annual salary level set by the President in conjunction with the AGCI Budget & Finance Committee and AGCI Board of Directors.

Benefits include:

- IRS Mileage reimbursement
- 7 paid Holidays per year
- Vacation hours accrued

1st 6 months (probation) 4 hours per month worked.

7th month to end of 3rd year 8 hours per month worked

4th year to end of 10th year 10 hours per month worked

- Personal time accrued - 12 days per year
- Health Insurance - AGCI provides health, dental and vision insurance for all of its full-time employees and their dependents following 60 days of continuous employment, unless such coverage is declined or refused. Employees are expected to pay a portion of the monthly premium on a payroll deduction basis. Employees also have a \$10,000 death benefit.
- Retirement Plan - All full-time employees who have reached the age of 23 are covered by the AGCI 401(k) Retirement Plan following six (6) months of continuous employment.

June 5, 2023