



Cuesta College

Federation of Teachers

LOCAL 4909

STRENGTH THROUGH UNITY

CCFT GRIEVANCE OFFICER

JOB DESCRIPTION

The CCFT Grievance Officer acts as a resource and representative for all faculty in matters related to the CCFT/District contract. G.O. answers questions related to working conditions, salary placement and faculty evaluations and must frequently consult with the CCFT president and CCFT attorneys on these matters. G.O. must also be familiar with relevant sections in the California Ed Code, the EERA, and any other appropriate labor-related resources.

G.O. must meet with faculty who seek representation in contract-related matters and must also meet with Deans, VPs and the college president to investigate complaints by and against faculty and to negotiate settlements with the District on their behalf.

G.O. is responsible for filing grievance documents at all levels; G.O. must be prepared to argue on a faculty member's behalf in front of a state mediator, should such an occasion arise. G.O. must be prepared to file Unfair Labor Practice charges with PERB and must be responsible for filing Impasse documents. G.O. must keep and manage confidential files on all cases where faculty have sought CCFT representation, as well as on all legal issues relating to the union.

G.O. attends all bi-monthly CCFT Executive Board meetings and participates on the CCFT negotiating team. G.O. is often present on college-wide hiring committees where CCFT is entitled to have a member. The G.O. must also be willing to serve on or chair ad hoc committees established to address union business.

G.O. will complete other duties, as assigned.