



POSITION DESCRIPTION – FULL-TIME STATE REPRESENTATIVE

This full-time elected State Representative would form part of AFSA’s Labor Management team and work in AFSA’s Labor Management Office at Main State, focusing primarily on issues of concern to Foreign Service Specialists, as well as serving in an acting role in the absence of the AFSA State Department Vice President.

The specific focus on issues related to the Specialist skill codes is critical. There are 19 different Skill Codes that fall under the heading of Specialist, varying in numbers from over 2,000 DS Agents to just 10 Medical Lab Technicians. While their rank structures are different, most – with some exceptions – have the same TIC limitations; 15 years at each of the 04, 03, 02, and 01 grades and a 30-year TIS to reach the SFS or the highest grade for their skill code. This structure was set up in 2000 and has essentially not been changed.

This position would take a careful look – and engage extensively with members of each Skill Code – to see whether the present structure provides its members with realistic advancement prospects and a meaningful career path. The one-size-fits-all approach may no longer be appropriate for the wide variety of skills, job descriptions, and career paths. For instance, why do HROs apparently advance more quickly than GSOs? Why is it so hard to get promoted from 04 to 03 as an IMS? Is 04 appropriate for the traveling Diplomatic Courier? What are the follow-on effects of the recent changes of OMS administrative promotion from 06 to 05?

Some additional examples to demonstrate the breadth and depth of the concerns this dedicated State Representative will tackle include:

- **PDPs:** As Professional Development Plans for successive skill codes are negotiated, a person on 100% official time will have the opportunity to engage appropriately with members of that skill code and management, ensuring a more transparent process and a better overall outcome for both the Department and our members.
- **Specialist Assignments:** Many Specialists express concerns about assignment procedures and opportunities. Again, this differs from skill code to skill code and there are many factors driving those differences. We need to get input from a wide range of Specialists to see how to improve this. And to do this, we need a dedicated, full-time member of the Foreign Service to help us tackle these issues and appropriately represent our members in accordance with the Foreign Service Act of 1980.
- **Premium Pay:** Only Specialists below the SFS (and non-commissioned Generalists) are entitled to Premium Pay. This raises a number of policy issues for Specialists. For example, at SIP posts where Generalists get an extra 20% Special Differential

automatically due to extensive work hours, Specialists must account for all overtime worked to qualify for premium pay.

The incumbent's duties will be broken down as follows:

- Duty 1: Member Outreach and Consultation: 35%
- Duty 2: Analysis and Advice: 30%
- Duty 3: Liaison and Representation: 25%
- Duty 4: Additional Responsibilities: 10%

As one of the six State Representatives, h/she will consult closely with and provide advice and counsel to the AFSA State Vice President. The AFSA State Department Vice President would continue to be the primary Department Labor-Management liaison but would consult with and seek guidance from this State Representative on issues that impact, particularly, Foreign Service Specialists. It is also anticipated that the State Representative would attend various meetings and collective bargaining sessions pertaining to Specialist issues, as appropriate. The incumbent must be in the Washington DC area. Telework would have to be approved by the State Vice President.