



**WPPA POSITION AVAILABLE  
BUSINESS AGENT-WEST CENTRAL REGION  
FULL-TIME POSITION**

The WPPA is actively looking to add a business agent in West Central Wisconsin to serve its growing and diverse membership. Please see below for additional information about the position and how to apply.

**General Duties**

- Act as the principal representative of the WPPA when meeting with local associations.
- Represent the local association in all matters covered by the WPPA program in which the local is enrolled.
- Represent members in other actions, if such services are provided by WPPA.
- Provide the WPPA offices with the information needed to keep current on all issues pertaining to the representation of its members.
- Inform the WPPA offices of work schedule, meeting dates and appointments on a weekly basis. Employee should do this on Monday of each week.
- Provide represented members with a telephone number they can call in case of an emergency in order to locate their business agent.
- Maintain accurate records and files of all locals represented by you as business agent.
- Attend staff meetings, seminars, and other meetings as required by the Executive Director, Director of Legal and Field Services, or the Field Services Coordinator.
- Provide information as requested by the WPPA office, Executive Director, Director of Legal and Field Services, or the Field Services Coordinator

**Contract Representation**

- Review contract and analyze benefits, provide technical information on comparables, and advise and assist in establishing long-range goals.
- Prepare contract proposals and submit to the employer, as needed.

- Represent local association in all aspects of contract negotiations and mediation/arbitration, including preparing final offers and data for exhibits and briefs, if needed.

### **Member Representation`**

- Serve as primary representative of members during internal disciplinary investigations.
- Work with legal staff to determine what, if any discipline that is being imposed is appropriate under the collective bargaining agreement and state law.
- Work with legal staff to represent members in police and fire commission hearings, or county public safety committee hearings.

### **Grievance Representation**

- Review information for the grievance, research the contract language for violations, consider past practice if it applies, and advise member(s) as to possible settlement or proper steps to follow.
- If requested, prepare written grievance, and submit to the employer in accordance with the provisions of the contract. Be aware of the time limits for filing or moving to the next step of the grievance procedure.
- Represent the member(s) or association at all steps of the grievance procedure, as needed or requested.
- Represent or assist legal staff in arbitration and filing of briefs, as needed.

### **Critical Incident Representation**

- Respond to the scene of critical incidents as directed to assist WPPA legal counsel in representing members subject to investigations for policy and/or criminal law violations related to their conduct within the scope of their employment.
- Serve as primary conduit with and through the investigating agencies, the local department administration, the affected members and the WPPA legal staff.
- Maintain “on-call” availability to appropriately respond to these incidents as they occur or make alternative coverage arrangements with other WPPA field staff in advance as needed.

### **Additional Representation**

- Assist local association or members in all other issues covered by the labor agreement when they pertain to hours, wages, or conditions of employment.
- Provide local associations with information on additional benefits, updated information, and pending issues as provided by the staff or legal counsel.

**THE ABOVE JOB DESCRIPTION DOES NOT INCLUDE ALL DUTIES BUT OUTLINES THE PRIMARY DUTIES REQUIRED.**

### **Qualifications**

- Experience in public sector collective bargaining negotiations and grievance processing.
- Experience in public safety, Human Resources, Legal, or County/Municipal administration employment.
- Good communication skills
- Ability to multitask and manage own workload
- Team player
- Experience with Microsoft Office (Word, Excel, etc.)
- Service as union officer or steward preferred
- Bachelor's degree preferred
- Combination of above qualifications or equivalent.
- Residency in West Central Wisconsin region required. The current assignment is based on locals found in Buffalo, Chippewa, Clark, Eau Claire, Jackson, Juneau, La Crosse, Monroe, Pepin, Pierce, St. Croix, Trempealeau, and Vernon counties.

### **Salary and Fringe Benefits**

We offer a very competitive salary and benefit package, including but not limited to employer-paid health, dental and life insurance, and employer-sponsored 401(k) Plan.

### **Organization Overview**

Representing more than 10,000 members from over 300 local association affiliates, the WPPA is Wisconsin's largest law enforcement labor union. Based in Madison, Wisconsin, the WPPA's employees work all throughout the state.

## **Mission**

The Wisconsin Professional Police Association is a non-profit, fraternal and professional membership labor organization that exists to protect and promote public safety through the professional representation of the interests of the dedicated men and women who serve to provide it.

As an independent, democratic and inclusive organization, the WPPA advocates for its members in the workplace, before administrative agencies, in the state legislature, in the community, and in the courts.

## **Applications**

Please provide a resume and a letter of interest detailing your experience in the areas of responsibility outlined above. Include at least three letters of reference from employers or colleagues who are familiar with your work. Finally, please provide a writing sample (letter, brief, project, grant, etc.). Submit this material and a copy of your resume no later than **May 9, 2025**.

## **Submit Application Materials by May 9, 2025 to:**

Roger W. Palek  
Director of Legal and Field Services  
Wisconsin Professional Police Association  
660 John Nolen Dr., Ste. 300  
Madison, WI 53713

You may also scan and email the material and send it to **rpalek@wppa.com**. Please put “**BA Application**” in the subject line.

**THE WPPA IS AN EQUAL OPPORTUNITY EMPLOYER.**