



memo:

**** PLEASE POST ****

TO: All PEF Offices
FROM: Human Resources
DATE: January 20, 2026
RE: Vacancy

In accordance with Article 23(A) of the PEF/USW Agreement, please be advised that the following vacancy may be applied for in writing:

Position: Associate Counsel (Contract Administration)
** This position is contingent for 1-year as there is a hold by the incumbent, pursuant to the PEF/USW collective bargaining agreement. **

Location: PEF Headquarters (Albany)

Category: 15 (USW)

Salary: \$95,572.00 – Hiring Rate (minimum)
\$133,411.00 - Step 7 (maximum)

**PEF retains the right to increase the starting salary based on experience.*

Interested members of staff are invited to submit their resume to:

Office of Human Resources
Public Employees Federation
1168-70 Troy-Schenectady Road
PO Box 12414
Albany, NY 12212-2414
or by e-mail to HR@PEF.org

Qualifications and job description are attached.

cc: Statewide Officers
Regional Coordinators
Trustees
USW 9265 President

NYS PUBLIC EMPLOYEES FEDERATION

POSITION DESCRIPTION

Position Title: Associate Counsel (Contract Administration)

Department: Contract Administration

Position Summary: Assist the Director of Contract Administration in the monitoring and enforcement of the contracts PEF negotiates; represent PEF in various negotiations, including Labor/Management, Impact Bargaining, and Contract Negotiations; present cases in the triage and expedited arbitration process as assigned; assist and advise PEF staff, leadership, and members on any matters of contract interpretation and enforcement. Under the direction of the General Counsel, litigate in state and federal courts; handle proceedings before administrative agencies; respond to legal inquiries.

Qualifications: Bachelor's Degree; Juris Doctor degree from an accredited law school (three [3] year post-graduate program); admission in good standing to practice before the New York and Federal Courts. No outside practice is permitted.

Key Functions:

1. As assigned by the Director of Contract Administration, acts as a PEF staff representative for negotiations. Can be part of a negotiation team or may be delegated responsibility for a particular negotiation project.
2. Drafts and reviews contract proposals. Responsible for collecting and analyzing information to support PEF negotiation positions and can defend them at the negotiating table.
3. Provides consistent and reliable advice on contract interpretation and intent. Analyzes contract grievances and recommends to the Director of Contract Administration if they should be advanced to arbitration.
4. Researches and presents cases in the triage and expedited arbitration process. May present the cases at arbitration as assigned by the Director of Contract Administration.
5. Assists the Director of Contract Administration in researching and negotiating issues on the Executive Level Labor/Management Agenda.
6. Assists the Director of Contract Administration in “troubleshooting” various contract-related issues that require contact with the Governor’s Office of Employee Relations.

7. Assists with the education and training of PEF leaders on various matters related to PEF Contracts.
8. Assists the Labor/Management Coordinator with various projects emanating from the Statewide Labor/Management Committees.
10. Serves as an essential staff person on various PEF Contract committees.
11. Develops communication to PEF Leadership and Staff on matters related to contract interpretation, Labor/Management Agreements, Memoranda of Understanding, contract proposals, grievance processing and other matters.
12. Assists the Legislative Department on proposals impacting on the terms and conditions of employment, including drafting legislation and negotiating the proposal on behalf of PEF.
13. Under the direction of the General Counsel, may litigate in state and federal courts and before the National Labor Relations Board and the Public Employment Relations Board on Contract Administration-related matters.
14. As assigned by the Director of Contract Administration, will perform other duties that are related to and consistent with the duties described herein.
15. Consistent and reliable attendance.

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