



memo:

**** PLEASE POST ****

TO: All PEF Offices
FROM: Human Resources
DATE: March 17, 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: Contract Administration Assistant
** 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: 6 (USW)

Salary: \$53,954.00 – Hiring Rate (minimum)
\$65,081.00 - Step 5 (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: Contract Administration Assistant (USW-6)

Department: Contract Administration

Position Summary: Under the general direction of the Director of Contract Administration, assists the other professional staff of the Contract Administration unit on issues concerning the administration and negotiation of the collective bargaining agreements for the various units represented by PEF, including the PEF/State contract. Completes special projects as assigned by the Director of Contract Administration. Coordinates and may directly provide administrative support to the Labor/Management committees.

Qualifications: Minimum 3 years' experience as secretary; graduate of business college, or equivalent; experience with word processing and database software; excellent written and verbal communication skills. Shorthand and transcription skills preferred.

Key Functions:

- * Research and maintains files. Contacts the appropriate members and field staff when a request for information on an issue or activity has been made of Contract Administration. Drafts responses as necessary.
- * Track contract issues for distribution of information to PEF leadership and staff.
- * Provide administrative support for PEF/State negotiating team, recording, and transcribing minutes and maintaining records.
- * Maintain central files on disciplinary charges under Article 33 and prepares monthly report to field staff.
- * Maintain central files of contract grievances and arbitrations.
- * Review all bills for arbitrations, verify accuracy and forwards to accounting for payment.
- * Prepare and coordinate the distribution of large-scale mailings and projects.
- * Assist Labor/Management Chairs and committee members with the review and editing of communications to members.
- * Maintain current information on composition of Labor/Management committee.

* Assist Contract Administration staff with their duties and perform other clerical duties as assigned.

* Consistent and reliable attendance.

* *Denotes essential functions.*

Rev. 5/18/01