



# ***memo:***

\*\* PLEASE POST \*\*

TO: All PEF Offices

FROM: Human Resources

DATE: January 21, 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 Administrator (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: 14 (USW)

Salary: \$74,902.00 – Hiring Rate (minimum)  
\$106,801.00 - 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](mailto: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 Administrator

**Department:** Contract Administration

**Position Summary:** Tracking contract articles, developing a database of past cases, staff advisor to contract negotiating committee, act as consultant regarding PEF/NYS contract, field staff training.

**Qualifications:** Extensive experience in the grievance process, background in labor relations, knowledge of Civil Service Law, negotiations experience, knowledge of State operations and good communication skills.

#### **Key Functions:**

- 1.\* The enforcement and monitoring of contract articles for the weakness of present language; evaluate effect of contract language.
- 2.\* The development of a database of past grievances and arbitration analysis. The action of the state's rules and regulations regarding contract language.
- 3.\* Using the data, knowledge, and experience as above, the administrator will serve as a consultant and advisor to the committee as to the needs, draft language alternatives, and history of articles as requested.
- 4.\* The Administrator will be available to serve the administration and staff as a consultant for arbitrations, contract language interpretation and for past award interpretation.
- 5.\* The Administrator will disseminate grievance arbitration decisions with interpretations. The administrator will assist the Director of Contract Administration, Directors of Field Service Organizing and their staffs as requested in the development and delivery of training on negotiations, contract issues grievance handling and other areas as requested.
- 6.\* Other related duties as assigned.
- 7.\* Consistent and reliable attendance.

*\*Denotes essential functions that a candidate must be able to perform either with or without a reasonable accommodation.*