



memo:

**** PLEASE POST ****

TO: All PEF Offices
FROM: Human Resources
DATE: December 16, 2025
RE: Management/Confidential 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: Director of Contract Administration

Location: PEF Headquarters (Albany, NY)

Category: 11 (MC)

Salary: \$122,598.00 – Hiring Rate (minimum)

\$158,421.00 – 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. Services for this position are required immediately.

cc: Statewide Officers
Regional Coordinators
Trustees
USW 9265 President

NYS PUBLIC EMPLOYEES FEDERATION

POSITION DESCRIPTION

Position Title: Director of Contract Administration

Department: Contract Administration

Summary: Oversee the monitoring and enforcement of the contracts PEF negotiates, representation of PEF in various negotiations, including Labor/Management, Impact Bargaining, and Contract Negotiations, presentation of cases in the triage and expedited arbitration process, responses to legal inquiries, assistance and advice of PEF staff, leadership and members on any matters of contract interpretation and enforcement. Coordinate with the General Counsel, the litigation in state and federal courts; and proceedings before administrative agencies.

Qualifications: Must have a minimum of 10 years demonstrated experience working for a labor union preferably in the public sector, experience in all aspects of contract negotiation, experience enforcing the collective bargaining agreement, an understanding of the Taylor Law, experience with the Public Employment Relations Board (PERB), the PERB appeal and hearing process, experience with the arbitration process and excellent written and oral communication skills. A bachelor's degree in labor relations, Business Administration, Public Administration or related field is required and an advanced degree preferred.

Key Functions:

1. Direct the operation of the Contract Administration Department including the management of program priorities, resources, and staff.
2. Oversee the monitoring and enforcement of the contracts PEF negotiates; representation of PEF in various negotiations, including Labor/Management, Impact Bargaining, and Contract Negotiations.
3. Coordinate PEF Staff participation in contract negotiations.
4. Assist contract negotiations with such tasks as filing the demand, preparing informational requests, proposal and support documentation development, negotiating, filing for impasse, processing through fact finding, and preceding before any legislative committee.
5. Oversee the drafting and review of contract proposals, the collection and analysis of information to support PEF negotiation positions and can defend them at the negotiating table.

6. Maintain a library of all contract negotiation minutes, proposals, tentative agreements, signoffs, and final contracts for all of the PEF bargaining units.
7. Where practical, coordinate negotiation activities with other unions, including SEIU and AFT, for provision of services and materials in support of reaching negotiations and organizing objectives.
8. Assign and monitor the presentation of cases in the triage and expedited arbitration process.
9. Responsible for the maintenance of a file containing all 3rd step contract grievances, OER responses to same, arbitration demands, settlements, where applicable, and arbitration awards. In addition, a file is to be similarly maintained on all non-termination related disciplinary grievances, improper practices, settlements, where applicable, and arbitration awards.
10. Ensure consistent and reliable advice on contract interpretation and intent. Coordinates the review of contract grievances to determine which cases should be advanced to Step 3 (GOER) or to Step 4 (arbitration).
11. Coordinate the processing of grievance appeal matters including seeking extensions of the grievance processing time frame, receiving the actual appeal, producing an appeal package for review which will include the grievance, management response(s), PEF reason(s) for not wishing to process further and the grievant's reason for appeal; coordinating the actual hearing date among the several participants in the appeal, and processing the Appeal Board's decision on the matter by notification of all interested parties.
12. Oversee the work of the Joint Committee on Health Benefits, including studies, analysis and evaluation of current and proposed health programs, identifying and coordinating implementation recommendations and proposals to develop a continuing cost-effective medical care program.
13. Coordinate and support PEF Staff assigned to various Committees established by the PEF/State Agreement.
14. Facilitate on-going relationships and serve as principal liaison with the Governor's Office of Employee Relations. Troubleshoot issues requiring the assistance of that office.
15. Responsible for the intake and administration of all Statewide Performance Evaluation appeals. This includes the coordination of scheduling hearings in the individual cases pending review.

16. Assist and advise PEF staff, leadership and members on any matters of contract interpretation and enforcement.
17. Consistent and reliable attendance.

Revised 10/2015