



# memo:

**\*\* PLEASE POST \*\***

TO: All PEF Offices  
FROM: Human Resources  
DATE: July 14, 2025  
RE: USW 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: Health & Safety Specialist (Western NY)  
*\* This position is contingent for 1-year as there is a hold by the incumbent, pursuant to the PEF/USW collective bargaining agreement. \**

Location: Region 1 – Buffalo, NY **OR** Region 3 – Rochester, NY

Category: 12 (USW)

Salary: \$70,391.00 – Hiring Rate (minimum)  
\$100,912.00 – Step 5 (maximum)

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

In addition, a transportation allowance of \$290/bi-weekly is provided for this position.

Interested members of staff are invited to submit their resume in writing 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

<b>Position Title:</b>	Health & Safety Specialist
<b>Department:</b>	Health & Safety
<b>Position Summary:</b>	Assist staff and officers in the design and development of a union-based occupational health and safety program, including training sessions and workplace health and safety information network.
<b>Qualifications:</b>	Master's Degree in Industrial Hygiene or a related field plus a minimum of three (3) years' related experience. Additional experience may be substituted for advanced degree.
<b>Key Functions:</b>	<ul style="list-style-type: none"><li>* In conjunction with field services' representatives, assist PEF Divisions in the area of workplace health and safety.</li><li>* Advise Statewide Officers, PEF representatives and staff on occupational health and safety issues impacting on and related to development of proposed PEF policies and position papers.</li><li>* Coordinate workplace surveys and inspections aimed at identifying potential hazards and recommending control strategies.</li><li>* Work with PEF Training Department on the design and delivery of health and safety sessions and informational materials.</li><li>* Facilitate the network of Joint Health &amp; Safety Committees by providing training, advice, and support.</li><li>* Coordinate the development and implementation of a workplace health and safety network.</li></ul> <p>Conduct research relating to health and safety hazards faced by PEF members.</p> <ul style="list-style-type: none"><li>* Function as staff liaison to the joint Health and Safety Committee.</li><li>* Coordinate the administration and implementation of any health and safety grants (Federal, State or private) that are received by the union.</li><li>* Provide assistance to staff assigned to health and safety.</li><li>* Coordinate PEF's involvement with State and national efforts to promote worker health and safety.</li></ul> <p>Coordinate for Labor Relations staff activities related to occupational health and safety matters.</p> <ul style="list-style-type: none"><li>* Consistent and reliable attendance.</li></ul> <p><i>* Identifies essential function/fundamental job duty.</i></p>