



# ***memo:***

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

TO: All PEF Offices  
FROM: Human Resources  
DATE: June 27, 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 Human Resources  
Location: PEF Headquarters (Albany, NY)  
Category: 10 (MC)  
Salary: \$109,762 – Hiring Rate (minimum)  
\$137,242 – 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. Services for this position are required immediately.

cc: Statewide Officers  
Regional Coordinators  
Trustees  
USW 9265 President

Public Employees Federation (PEF) is a diverse New York State labor union representing over 50,000 professional, scientific, and technical public employees across the state. We are committed to justice, equality, and improving the lives of our members through collective action. As one of the largest public-sector unions in New York, PEF champions fair wages, excellent benefits, and safe working conditions for its members in agencies and facilities statewide.

## **Position Overview**

PEF is seeking a Human Resources Director to lead our HR function and support our mission-driven team. This is a pivotal leadership role responsible for shaping and executing HR strategy to ensure our staff are supported, engaged, and aligned with PEF's values and goals. The Human Resources Director reports directly to the President of PEF and works closely with the executive leadership team and will ensure that PEF's internal human resources practices exemplify the same principles of fairness and equity that we advocate for our members. This role oversees the full employee lifecycle for PEF employees and plays a critical part in maintaining a positive, productive workplace culture.

## **Key Responsibilities**

- **Strategic HR Leadership:** Develop and implement a comprehensive HR strategy and workforce plan that aligns with PEF's mission and long-term objectives. Lead talent management efforts including workforce planning, succession planning, and organizational development initiatives.
- **Talent Acquisition & Management:** Oversee the recruitment, hiring, and onboarding processes to attract and retain high-caliber staff committed to public service. Implement effective orientation, training, and professional development programs to nurture talent and build capacity within the organization.
- **Employee Relations & Labor Relations:** Serve as the point person for employee relations, fostering a positive and inclusive workplace environment. Manage labor relations with PEF's unionized staff (our professional and administrative employees are represented by their own union, the United Steelworkers), including contract negotiations, labor-management committee meetings, and resolution of grievances or workplace conflicts.
- **Compensation & Benefits Administration:** Oversee the administration of compensation structures and employee benefits programs. Ensure PEF offers competitive and fair pay practices, and manage benefits such as health insurance, retirement plans, and leave policies. Regularly evaluate and benchmark compensation and benefits to maintain alignment with industry standards and collective bargaining agreements.
- **Diversity, Equity, and Inclusion (DEI):** Champion DEI initiatives across the organization. Develop and enforce policies and programs that promote diversity, equity, and inclusion in recruitment, development, and daily workplace practices. Foster a culture where all employees feel valued and empowered to contribute to PEF's mission.
- **Compliance & Best Practices:** Ensure full compliance with all applicable employment laws and regulations (e.g., FLSA, FMLA, EEO, OSHA) and adherence to HR best practices. Update and maintain the employee handbook and HR policies to reflect current laws and the organization's values. Act as the primary advisor on HR compliance and risk management.
- **Performance Management & Employee Development:** Oversee the performance evaluation process, including setting up fair appraisal systems and guiding managers in providing constructive feedback and coaching. Identify training needs and implement staff development programs to enhance skills, address performance issues, and prepare employees for advancement opportunities.

- **Employee Lifecycle Oversight:** Supervise all stages of the employee lifecycle – from recruitment and onboarding, through retention and engagement, to offboarding. Implement initiatives to improve employee engagement and retention, such as mentorship programs, recognition efforts, and succession planning.
- **HR Operations:** Manage day-to-day HR operations including maintaining accurate HR records, HRIS (Human Resources Information System) management, and payroll coordination. Ensure efficient HR administrative processes and confidential handling of employee information.
- **Organizational Leadership:** Collaborate with PEF’s executive leadership team to advise on organizational design, change management, and human capital implications of strategic decisions. Act as a role model for PEF’s values and a steward of a positive workplace culture aligned with the labor movement’s principles.

## **Required Qualifications**

- **Education & Certification:** Bachelor’s degree in human resources, Business Administration, or a related field. A Master’s degree in HR or a related discipline is a plus. Professional HR certification (such as SHRM-CP/SHRM-SCP or PHR/SPHR) strongly preferred.
- **HR Experience:** At least 7–10 years of progressive HR experience, including significant senior HR management/leadership responsibility. Demonstrated success in overseeing core HR functions (talent acquisition, employee relations, benefits, compliance, etc.) at an organizational level.
- **Labor Relations Knowledge:** Strong experience with labor relations and working in unionized environments. Knowledge of collective bargaining processes and public sector labor law (experience with public sector unions or civil service systems is highly desirable).
- **Employment Law & Compliance:** In-depth knowledge of federal and state employment laws and regulations. Proven ability to develop and enforce HR policies that meet legal requirements and reflect best practices.
- **Leadership & Communication:** Excellent leadership, interpersonal, and communication skills. Ability to build trust and effectively collaborate with a diverse workforce and with union representatives. Capable of handling confidential and sensitive issues with discretion and integrity.
- **Strategic & Analytical Skills:** Capacity to think strategically and implement HR initiatives that support organizational goals. Strong problem-solving skills and comfort using HR metrics/data to inform decisions.
- **Mission Alignment:** A commitment to public service values and the labor movement. Passion for PEF’s mission of advocating for workers’ rights and social justice, and an ability to infuse that passion into HR policies and workplace culture.

## **Preferred Qualifications**

- Additional HR certification such as SHRM-SCP or SPHR.
- Experience in a nonprofit, union, or public sector organization of similar size. Familiarity with New York State employment practices or the NYS Taylor Law is a plus.
- Direct experience managing HR in an environment where employees are covered by a collective bargaining agreement.
- Proven track record of implementing successful diversity and inclusion programs.

- Proficiency with HR information systems and data-driven HR analytics.

## **Compensation and Benefits**

PEF offers a competitive salary and benefits package for this role, benchmarked against similar nonprofit and public-sector organizations. PEF staff members are represented by a union contract which helps define many of the benefits below.

PEF's comprehensive benefits include:

- Health Insurance: Excellent medical, dental, and vision coverage for employees and their families.
- Retirement Benefits: Participation in a robust retirement plan (pension and 401k) with employer contributions.
- Paid Time Off: Generous paid vacation, holidays, and sick leave.
- Other Benefits: Life and disability insurance, professional development opportunities, and other fringe benefits typical of a union environment.

## **Location and Work Environment**

This position is based at PEF's headquarters in Latham, New York (Albany area). The work model is primarily on-site/in-office to facilitate close collaboration with the executive team and staff, though a hybrid schedule may be considered for the right candidate. Standard work hours are Monday through Friday during business hours, with occasional evening or weekend commitments as required). Some travel within New York State may be needed to meet with staff in regional offices or to attend PEF events.

## **How to Apply**

Interested candidates should submit a resume and cover letter outlining their relevant experience, to include labor relations and interest in the position. Additionally, explain why you are passionate about working in a public-sector union environment.

*PEF is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Candidates from all backgrounds – including women, people of color, LGBTQ+ individuals, veterans, and persons with disabilities – are encouraged to apply. PEF's mission-driven team values collaboration, respect, and a shared commitment to the labor movement.*

6/26/2025