



memo:

**** PLEASE POST ****

TO: All PEF Offices
FROM: Human Resources
DATE: July 29, 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: Labor Management 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: Labor Management Assistant

Department: Statewide Field Services

Position Summary: The incumbent of the position is required to perform high level data management duties and administrative work of a complex nature under the general direction of the Statewide Director of Field Services. The incumbent of this position assists the Labor/Management Coordinator in maintaining information flow around Statewide Labor/Management Committee activities and provides administrative support to the various Statewide Labor/Management Committees including but not limited to researching labor/management issues; taking notes at various agency Statewide Labor/Management Committee meetings; transcribing the notes and composing a report for the approval of the PEF Chair of each committee; finalizing and distributing the notes to the committee, the Labor/Management Coordinator and other Statewide Labor/Management Committees where appropriate.

Qualifications: Graduate of a business school or community college with a major in Secretarial Science, Communications, or a related field and 3 years experience as secretary or a combination of education and experience; working knowledge of computers and computer software including using basic and advanced features of Microsoft Word, creating, implementing and maintaining databases and writing reports in Microsoft Access, creating and maintaining spreadsheets in Microsoft Excel; and excellent written and verbal communication skills.

Key Functions:

1. *Attend and takes notes at Agency Statewide Labor/Management Committee meetings, including the PEF position, management response, significant debate and resolution/commitment on each item.
2. *Transcribes the notes, draft a report for the approval of the PEF Agency Labor/Management Chair, finalize the report and distribute the report to PEF committee members, the Labor/Management Coordinator, Executive Board, staff and other interested committees.
3. *Assist the Labor/Management Coordinator in maintaining information flow around Statewide Labor/Management Committee activities including Statewide Labor/Management Chair meetings and Labor Management Conferences.
4. *Maintain electronic and hard copy files of all Statewide Labor/Management Committees information including but not limited to notes, minutes, and related correspondence.

5. *Create and maintain databases and hard copy tracking systems to track Labor/Management issues raised and agreements reached by facility and agency.
6. *Research Labor/Management files and contacts the appropriate members and field staff when a request for information on an issue or activity has been made by a Labor/Management Chair or Labor/Management Coordinator. Independently prepares responses as necessary.
7. *Assist with the maintenance of the “Labor Management” section of the PEF website. Assure that minutes for all agencies are timely posted and changes in leadership and relevant contact information is immediately recorded. Post the “tracking system” with LM issues raised and agreements reached by facility and agency on the website.
8. *Provide the Labor Management Coordinator with administrative support for the Statewide Labor Management Chair meetings including any annual conference scheduled by PEF.
9. *Assist the Labor/Management Coordinator, Labor/Management Chairs and committee members with the review and proofreading of correspondence, reports, and articles. Provide administrative support to the Labor/Management Coordinator for the production of the quarterly L/M Update.
10. *Maintain current information on composition of Statewide Labor/Management Committee. Create and maintain an e mail database of Labor Management Chair addresses and regularly forward to the list minutes and agreements reached by LM chairs from around the State.
11. *Perform general office functions, such as but not limited to, answer telephone; type correspondence, narrative and statistical reports, minutes, and agendas; receive, resolve or refer membership inquiries and prepare correspondence for supervisor’s signature.
12. *Prepare and coordinate the distribution of routine and large scale mailings and projects.
13. Perform other duties as assigned.
14. Consistent and reliable attendance.

** Identifies essential function/fundamental job duty.*