



memo:

**** PLEASE POST ****

TO: All PEF Offices
FROM: Human Resources
DATE: August 13, 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: Nurse Coordinator
Location: Region 8 – Albany, NY **OR** Region 10 & 11 – New York City
Category: 12 (USW)
Salary: Hiring Rate (minimum): \$70,391.00 (Albany) / \$75,748.00 (NYC)
Step 5 (maximum): \$100,912.00 (Albany) / \$106,269.00 (NYC)
* The salary listed above includes the downstate adjustment for NYC *
PEF retains the right to increase the starting salary based on experience.

In addition, a transportation allowance of \$290/bi-weekly (Albany) **or** \$306/bi-weekly (NYC) 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

Qualifications and job description are attached.

cc: Statewide Officers
Regional Coordinators
Trustees
USW 9265 President

NYS PUBLIC EMPLOYEES FEDERATION

POSITION DESCRIPTION

Position Title: Nurse Coordinator

Department: Field Services

Position Summary: Under the direction of the Statewide Field Services Director, the Nurse Coordinator will be responsible for aiding internal membership campaigns intended to empower PEF nurses and HCPs to work together to ensure that their professional goals can be realized. Responsible for identifying, investigating, recommending, and implementing a course of action intended to resolve the workplace matters of great concern to PEF's nurses and HCPs. Serves as the lead for the Protest of Assignment database. The plan will include a Labor/Management, Legislative, Contract, Legal and Educational component working with the field reps assigned to the facility. Lead in the development of the communication network between HCPs and nurse members, field staff, any applicable departments within PEF to insure and enhance the internal flow and exchange of information. Keep appropriate staff informed of hot topics in a timely manner.

Qualifications: Must be a licensed Registered Nurse. Should be experienced as a union official and/or staff representative who is skilled in grievance handling, organizing, Taylor Law procedures, and the negotiations process. Any successful candidate must have excellent oral and written skills. Must have the ability and willingness to work flexible hours and travel to worksites across the state and overnight when the need arises. A driver's license and access to a vehicle is required.

Key Functions:

- * Reads all Protest of assignment submissions and forwards to the appropriate council leader and field representative. Calling said resources when issue is time sensitive.
- * Assists the Statewide Nurses Committee with the development and implementation of short- and long-term goals.
- * Acts as liaison between the Nurses Committee and Article 44 committee with the departments and resources of PEF.
- * Assists the Statewide Nursing committee with Convention activities such as nurses' luncheon and the nurse's booth.
- * Assists the Statewide Nursing committee with education and lobby day.
- * Attend statewide labor management meetings for facilities who employ Nurse and HCPs.

- * Tracks proposed nursing and healthcare related Federal and State Legislation and changes in rules, regulations and agency policy and analyzes for their impact on nursing membership.
- * Provides organizational development assistance to nurse and HCP members in conjunction with elected leaders, field, and organizing staff as needed.
- * Supports efforts to address specific organizational issues affecting nurses and HCPs in collaboration with field staff.
- * Provide organizational assistance to Divisions with a high level of turmoil amongst their nurses and or HCPs. in conjunction with the Regional Coordinator.
- * Initiates and improves information exchange between nurses/HCPs and PEF.
- * Acts as an informational resource to non-Division "pockets" of PEF members.
- * Assists in the development of local, regional, and statewide L/M nurses and HCPs committees.
- * Assists in the dissemination of technical and policy decisions made by the Administration.
- * Attends staff and Executive Board meetings.
- * Files reports and memos, as requested.
- * Keeps him or herself informed on the general policies and purposes of PEF and informed on the general developments in the field of public employee labor relations with particular emphasis on laws, decisions, and developments affecting nurses and HCPs.
- * Acts as a resource person for stewards, Executive Board members and officers concerning nurse and HCPs issues.
- * Communicates, publicizes, and encourages the purposes, policies, and goals of PEF in person or via zoom meetings.
- * Keeps the Director informed of all worksite issues in assigned responsibilities in a timely manner.
- * Attends training programs, workshops, and seminars as required.
- * Performs assignments on an "as needed" basis to specific sites or situations during crisis periods at the direction of the Director or Assistant Director.

* Other duties as assigned.

* Consistent and reliable attendance.

* *Identifies essential function/fundamental job duty.*

REVISED: 8/6/2025