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**** PLEASE POST ****

TO: All PEF Offices
FROM: Human Resources
DATE: June 12, 2026
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 10 & 11 – New York City **OR** Region 12 – Long Island
Category: 14 (USW)
Salary: Hiring Rate (minimum): \$74,902.00
Step 5 (maximum): \$106,801.00
* A downstate adjustment of \$5,357.00 will be added to the base salary *
PEF retains the right to increase the starting salary based on experience.

PEF will pay a licensed Registered Nurse (valid in NY State) a differential of \$25,000 annually. This will be paid in equal installments over the course of the year and will not be added to the base salary).

In addition, a transportation allowance of \$306/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

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 advocates for and supports PEF nurses. The position identifies workplace issues, assists in resolving problems, and works with union leadership and staff to improve working conditions, enforce contractual rights, and advance legislative and professional practice priorities. The Nurse Coordinator serves as a resource for PEF leaders, members and staff on issues affecting nurses.

The Nurse Coordinator collaborates with field representatives, organizing staff, union leaders, and members to address workplace concerns through labor-management processes, contract enforcement, education, and legislative advocacy. The position also oversees the Protest of Assignment (POA) system and monitors trends and identifies emerging issues affecting nurses.

Qualifications:

- Licensed Registered Nurse (RN) required.
- Experience as a union leader or staff representative preferred.
- Knowledge of the Nurse Practice Act, standards of care, and relevant regulatory agencies (e.g., SED Office of the Professions, Joint Commission, CMS).
- Familiarity with labor relations, organizing, and the Taylor Law preferred.
- Strong written and verbal communication skills.
- Proficiency with Microsoft Office applications.
- Ability to extensively travel throughout their region, including overnight stays, and work flexible hours.
- Valid driver's license and access to a vehicle required.

Responsibilities:

1. *Review and track Protest of Assignment (POA) submissions and ensure they are routed to appropriate staff and leadership with recommendations as appropriate for healthcare professionals.
2. *Assist, support and attend various labor-management meetings and assist field staff in addressing workplace issues involving nurses.
3. *Attend meetings, prepare reports as required, and respond to crisis situations or special assignments when directed.
4. *Identify workplace trends and generate reports regarding issues affecting nurses and assist in developing strategies to address such issues.
5. *Monitor legislative, regulatory, and policy developments affecting nursing practice and keep membership, leaders, and staff informed of important developments.

6. *Provide guidance and support to field representatives, union leaders, and members on nursing and healthcare workplace issues and develop local and statewide strategies to address such issues.
 7. *Serve as a communication link between PEF leadership, staff, and nurse members to ensure timely sharing of information.
 8. *Support the work of the Statewide Nurses Committee and Article 44 Committee, including meeting coordination, developing strategies and assisting in carrying out the short and long-term goals of the Committees.
 9. *Support necessary workplace committees, including but not limited to those at the SUNY Hospitals, Roswell Park Cancer Institute, Helen Hayes Hospital and Veterans' Homes, to advocate for safe staffing practices and ratios.
 10. *Organize, develop, and assist with education programs, lobbying efforts, and convention activities related to nursing.
 11. *Assist the Legislative Department in analyzing proposed state and federal legislation relating to nurses, assist Field Services in reviewing changes in state policy and regulations relating to nurses.
 12. *Work with the SW PAC Chair and the Legislative Director to coordinate the annual SW Nurses and SWPAC Lobby Day, including assisting with the agenda and legislative priorities and logistics.
 13. *Perform other duties as assigned.
 14. *Maintain regular and reliable attendance.
- * Identifies essential function/fundamental job duty.*

REVISED: 4.10.2026