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**** PLEASE POST ****

TO: All PEF Offices
FROM: Human Resources
DATE: April 16, 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: Assistant Director of Health & Safety
Location: PEF Headquarters (Albany, NY)
Category: 8 (MC)
Salary: \$85,449.00 – Hiring Rate (minimum)
\$108,015.00 – 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. Services for this position are required immediately.

cc: Statewide Officers
Regional Coordinators
Trustees
USW 9265 President

NYS PUBLIC EMPLOYEES FEDERATION

POSITION DESCRIPTION

Position Title:	Assistant Director of Health and Safety
Department:	Health and Safety
Category:	MC - 8
Position Summary:	<p>The Assistant Director reports to the Director of Health and Safety. Responsibilities include assisting the Director on the oversight and management of all H&S programs, assist staff and officers in the design and development of union-based occupational health and safety (OSH) programs, including training sessions and workplace health and safety information network, and coordinating with other PEF departments to implement H&S programs.</p>
Qualifications:	<p>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. Prior experience includes: extensive work in OSH field including managing OSH programs, hazard assessment and control, developing H&S networks and committees, detailed knowledge of OSHA and PESH standards and filing of complaints, successful labor and management relations, training and education curricula development and delivery, and familiarity with labor unions and public sector employment issues. Prior supervisory experience is desired.</p>
Key Functions:	<ul style="list-style-type: none">* Assist the Director in supervision of staff.* Participate in the President's briefings and staff meetings and provides regular reports to PEF management and the Executive Board.* In conjunction with field service representatives, assist PEF Divisions with workplace health and safety issues.* Advise PEF elected officials and PEF staff on occupational health and safety issues.* Assist the Director on the development of proposed PEF policies, position papers, and legislation.* Responsible for the development, implementation, and coordination of the network of Joint Health & Safety Committees.* Coordinate workplace surveys and inspections aimed at identifying potential hazards and recommending control strategies.

- * Function as staff liaison and provide training, advice, and technical support to Joint Health & Safety Committees and to H&S and Field staff assigned to those committees.
- * Oversee the administration and implementation of any health and safety grants (Federal, State or private) that are received by the union.
- * Assist the Director with PEF's involvement with State and national efforts to promote worker health and safety.
- * Coordinate with other PEF departments to assist with and support staff activities related to occupational health and safety matters.
- * Statewide travel is required. Must have valid driver's license.
- * Perform special assignments as directed.
- * Consistent and reliable attendance.

** Identifies essential function/fundamental job duty.*

Rev. 3.2025