



# *memo:*

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

TO: All PEF Offices  
FROM: Human Resources  
DATE: May 5, 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: Training Specialist  
Location: Headquarters – Albany, NY  
Category: 12 (USW)  
Salary: \$68,341.00 – Hiring Rate (minimum)  
\$97,973.00 – Step 5 (maximum)  
*PEF retains the right to offer above the minimum salary based on experience.*

In addition, a transportation allowance of \$282/biweekly is provided for this position.

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.

cc: Statewide Officers  
Regional Coordinators  
Trustees  
USW 9265 President

## NYS PUBLIC EMPLOYEES FEDERATION

### POSITION DESCRIPTION

**Position Title:** Training Specialist

**Department:** Education and Training Department

**Position Summary:** The role involves delivering various educational/training programs and activities within the Union and to PEF Staff. The position will also be responsible for administering, along with members various contract articles.

**Qualifications:**

- Union background and familiarity with New York State public employee issues and/or labor education experience.
- Bachelor's degree in a related field or equivalent combination of education and experience in labor studies coursework or duties.
- Experience in adult education or training.
- Strong communication skills.
- Flexibility and ability to travel throughout the State.
- Weekend availability required.

**Key Functions:**

1. \* Conduct training on union-related topics (e.g., grievance handling, labor management, mobilizing, organizing, health and safety).
2. \* Coordinate conferences, meetings, and training arrangements with PEF staff and elected officials.
3. \* Design or adapt needs assessments, surveys, evaluation tools, and other forms to identify training needs and implement activities.
4. \* Administer and compile training records; disseminate training certificates.
5. \* Coordinate the use of audio-visual materials, equipment, and other training resources.
6. \* Create, design, develop, and prepare curriculum and training materials for delivery via classroom, computer-based, web-based, or video conferencing methods.
7. \* Review and recommend external materials for adaptation in PEF training activities.
8. \* Coordinate distribution of training materials and curriculum.
9. \* Assist in administering grants or contracts related to professional development, education, training, health benefits, and health and safety.

10. \* Collaborate with PEF representatives and management representatives in planning and implementing training programs.
  11. \* Develop reports and work plans as requested.
  12. \* Attend workshops, seminars, and meetings as required.
  13. \* Carry out other assignments as directed.
  14. \* Ensure consistent and reliable attendance.
- \* Identifies essential function/fundamental job duty.*

**Revision Date:** May 2025