



memo:

**** PLEASE POST ****

TO: All PEF Offices
FROM: Human Resources
DATE: January 23, 2020
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: Nurse Coordinator
Location: Headquarters (Albany) or NYC Office
Salary: \$60,702 + (Category 12, Hiring Rate of the
PEF/USW salary schedule)
**PEF retains the right to increase the starting salary based on
experience.*

In addition, a transportation allowance of \$541/month is provided for this position.
If located in our NYC office, you will receive a downstate adjustment of \$3,927 plus the
transportation allowance of \$571/month.

Interested members of staff are invited to submit applications 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:	Organizing
Position Summary:	<p>Responsible for coordinating internal membership campaigns intended to empower PEF nurses 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 internally organize the nurses. Responsible for identifying, investigating, recommending, and implementing an action plan which aims to resolve the workplace matters of greatest concerns to PEF's nurses. The plan will include a Labor/Management, Legislative, Contract, Legal and Educational component. Lead in the development of the communication network between the various elements of PEF and its nurses to insure and enhance the internal flow and exchange of information. Lead in the identification, recruitment, development, and training of nurses as needed in conjunction with the appropriate Director, Assistant Director, Regional Coordinator, Field Staff and local Division Leadership.</p>
Qualifications:	<p>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 overnight when the need arises. A driver's license and access to a vehicle is required.</p>
Key Functions:	<ul style="list-style-type: none">* Assists the Statewide Nurses Committee with the development and implementation of short and long term goals.* Acts as liaison between the Nurses Committee structure and the departments and resources of PEF.* Tracks proposed nursing related Federal and State Legislation and changes in rules, regulations and agency policy and analyzes for their impact on nursing membership.* Provides organizational development site assistance in conjunction with the Regional Coordinators.* Implements specific organizational drives among nurses.

- * Provide organizational assistance to Divisions with a high level of turmoil amongst its nurses and Divisions which have a significant percentage of nurses which percentage is not reflected in the divisional leadership structure in conjunction with the Regional Coordinator.
- * Facilitates team building and crisis intervention within the Division structure with Regional Coordinator.
- * Initiates and improves information exchange between nurses 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" committees.
- * Assists in the dissemination of technical and policy decisions made by the Administration
- * Attends staff 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.
- * Acts as a resource person for stewards, Executive Board members and officers concerning nurses issues.
- * Communicates, publicizes, and encourages the purposes, policies, and goals of PEF to the nurses.
- * Keeps the Director of Organizing 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.

6/20/2017