



memo:

**** PLEASE POST ****

TO: All PEF Offices
FROM: Human Resources
DATE: August 1, 2022
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: Research Associate
Location: PEF Headquarters (Albany)
Salary: \$63,154 + (Category 12, Hiring Rate of the PEF/USW salary schedule)

**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.

cc: Statewide Officers
Regional Coordinators
Trustees
USW 9265 President

NYS PUBLIC EMPLOYEES FEDERATION

POSITION DESCRIPTION

- Position Title:** Research Associate
- Department:** Civil Service
- Position Summary:** Research informational requests from Field Representatives, Officers, and Executive Board members, attend Labor/Management and Civil Service meetings, prepare correspondence to Civil Service Commission.
- Qualifications:** Graduate level college degree in social sciences required. Minimum three years professional work experience in research position. Higher level graduate work may be substituted for one year of work experience. Strong oral and written communication skills. Knowledge of research design methodologies and NYS Civil Service Law strongly preferred.
- Key Functions:**
- * 1. Provide research support to other PEF Departments, including Legal and Legislative Departments.
 - * 2. Process casework arising from inquiries received in the Department. Design, execute and complete independent projects.
 - * 3. Provide assistance to Labor/Management Committees as may be required.
 - * 4. Assist in analysis of State Budget, including monitoring of expenditures.
 - * 5. Provide technical assistance and consultation to field representatives, officers, Executive Board members, and other departmental staff.
 - * 6. Provide research assistance to support contract negotiation and enforcement.
 - * 7. Research special projects as required.
 - * 8. Prepare written material to support appeals presented to the Civil Service Commission.
 - * 9. Assist in preparation with testimony or other presentations as may be required by other departments.
 - * 10. Consistent and reliable attendance.

** Identifies essential function/fundamental job duty.*