



# memo:

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

TO: All PEF Offices  
FROM: Human Resources  
DATE: July 29, 2022  
RE: Temporary 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: **Temporary** Health & Safety Trainer II \*  
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.*

In addition, a transportation allowance of \$564/month is provided for this position.

\* Pursuant to Article 23 (G) of the PEF/USW agreement, temporary appointment to replace incumbent on leave (tentatively September 2022 through July 2023).

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:** Health & Safety Trainer II

**Department:** Health & Safety

**Position Summary:** Assists staff and officers in the design and development of a union-based occupational health and safety program, including training sessions and workplace health and safety information network.

**Qualifications:** Master's Degree in Industrial Hygiene or a related field plus a minimum of three (3) years related experience. Additional experience may substitute for advanced degree. Two years as H&S Trainer I may substitute for the educational requirement.

**Key Functions:**

\* In conjunction with field service representatives, assist PEF Divisions in the area of workplace health and safety.

\* Advise Statewide Officers, PEF representatives and staff on occupational health and safety issues impacting on and related to development of proposed PEF policies and position papers.

\* Develop training programs, workshops and curricula on health and safety issues, as assigned.

Coordinate workplace surveys and walk-throughs aimed at identifying potential hazards and recommending control strategies.

\* Work with PEF Training Department on the design and delivery of health and safety sessions and informational materials.

\* Work with labor and management representatives in planning, developing, and implementing occupational safety and health training programs.

Assist in coordinating the development and implementation of a workplace health and safety network.

\* Assist in the administration and implementation of any health and safety grants (Federal, State or private) that are received by the Union.

\* Organize materials for health and safety training sessions.

\* Coordinate, on behalf of PEF, with organizations and contractors as assigned.

\* Consistent and reliable attendance.

*\* Identifies essential function/fundamental job duty.*

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