



memo:

** PLEASE POST **

TO: All PEF Offices
FROM: Human Resources
DATE: November 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: Human Resource Administrator
Human Resources
Location: Headquarters (Albany)
Salary: \$56,772.00 (Category 5, Hiring Rate of the
of the PEF/MC salary schedule)

**PEF retains the right to increase the starting salary based on experience.*

Interested members of staff are invited to submit their resumes 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: Human Resource Administrator

Department: Human Resources

Position Summary: Under the general direction of the Executive Director or his/her designee, is responsible for the day-to-day operations of the Human Resource office as well as participation as assigned in labor relations activities including Labor/Management committees, grievance processing and collective negotiations.

Qualifications: Candidates must have:

- Minimum of three years' experience in personnel, human resources, or employee benefits administration.
- Knowledge of general office practices and procedures.
- Knowledge of personnel practices and procedures.
- Knowledge of health benefits administration.
- Knowledge of ADP system is a plus.
- Knowledge of long-term disability, life, disability, workers' compensation, unemployment insurance and other related programs and benefits.
- Ability to work independently.
- Ability to make oral presentations and prepare correspondence.
- Ability to learn personnel and/or payroll software.

Key Functions: Duties may include, but will not be limited to:

1. * Administration of the health benefits program for PEF staff.
2. * Administration of all aspects of insurance coverage for PEF staff, including long term disability, life, disability, workers' compensation, unemployment insurance and other related benefits.
3. * Administration of all aspects of the personnel hiring process, including posting vacancies, advertising, acknowledging resumes, initial screening, scheduling interview, interviewing administrative applicants, follow-up, offers of employment and accompanying paperwork and files.
4. * Ensuring administrative staff coverage at headquarters, especially coverage for scheduled vacations and emergency absences.

5. * Supervising the receptionist/switchboard operator and administering the relief schedule for the receptionist/switchboard.
6. * As directed, representing PEF as a member of various PEF/USW joint committees.
7. * Providing assistance to the chief negotiator in connection with PEF/USW negotiations, including participating as a member of the negotiating team, as directed.
8. * Maintaining headquarters staff and telephone lists and regional office lists.
9. * Assisting with arranging for temporary clerical help.
10. * Administering tracking system for staff probation, pension, promotion, long term disability and required payroll transactions.
11. * Development and maintenance of staff job descriptions.
12. * Coordinating administrative staff training.
13. * Maintaining confidential personnel files.
14. * Other duties as assigned by the Executive Director or his/her designee.
15. * Consistent and reliable attendance.

** Identifies essential function/fundamental job duty.*

REV. 11/2022