



# ***memo:***

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

TO: All PEF Offices  
FROM: Human Resources  
DATE: February 22, 2024  
RE: Management/Confidential 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: Director of Civil Service  
Location: PEF Headquarters (Albany, NY)  
Category: 10 (MC)  
Salary: \$103,461.00 – Hiring Rate (minimum)  
\$129,364.00 – Step 5 (maximum)  
*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](mailto:HR@PEF.org)

Qualifications and job description are attached. Services for this position are required immediately.

cc: Statewide Officers  
Regional Coordinators  
Trustees  
USW 9265 President

## **NYS PUBLIC EMPLOYEES FEDERATION**

### **POSITION DESCRIPTION**

**Position Title:** Director of Civil Service

**Department:** Civil Service

**Position Summary:** Directly supervise and participate in the day-to-day operations of the PEF Civil Service Department.

**Qualifications:** Extensive knowledge of NYS Civil Service Law, Rules and Regulations and experience in budgetary and statistical analysis. Excellent oral and written communication skills, master's degree in accounting, public administration, economics, political science, or a related field. Job-related experience desired.

**Key Functions:**

1. Implement Civil Service enforcement policies and assignments as set forth by PEF.
2. Supervise and make assignments to professional and administrative staff of department.
3. Represent PEF at Civil Service Commission hearings and serve as "expert" witness as required.
4. Personally research issues as required.
5. Serve as a resource person to field services and other internal PEF departments as required.
6. Provide knowledge and analysis in the following issue areas, either directly or through staff: state budget appropriations and expenditures, state revenues and economic trends, privatization of service delivery, employee fringe benefits, employment security, workforce planning, health benefits, and such other areas as required.
7. In conjunction with the Contract Administration unit, oversee the development of needed background information and data for collective bargaining (i.e., salary comparability's, health care costs, economic trends, etc.).
8. Consistent and reliable attendance.

Revised 8/94  
Title Change 9/99