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**** PLEASE POST ****

TO: All PEF Offices
FROM: Human Resources
DATE: January 30, 2024
RE: USW 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: Field Representative
Location: Region 6 – Utica
Category: 12 (USW)
Salary: \$66,350.00 – Hiring Rate (minimum)
\$95,119.00 – Step 5 (maximum)
PEF retains the right to offer above the minimum salary based on experience.

In addition, a transportation allowance of \$593/month is provided for this position.

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: Field Representative

Department: Field Services

Position Summary: This individual is an innovative advocate whose central function is to protect the Bargaining Unit Member's and the Union's rights under the Collective Bargaining Agreement, applicable laws, rules, and regulations through a variety of means including negotiations, grievance handling, Taylor Law improper practice processing, organizing, and otherwise exercising their expert labor/management skills in achieving gains for PEF and its membership. Moreover, a Field Representative is the focal point of the union's service delivery system and is responsible for ensuring that problems identified by the membership or leadership which are not within their sphere of responsibility are communicated to the appropriate PEF Department and then act as a facilitator and conduit for the responses to the inquiries. In delivering PEF resources they will comply with and be advocates for all policies as set forth by the Convention Delegates, President and Executive Board.

Qualifications: Experience as an elected 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. A College degree with emphasis in labor relations or a related field preferred.

Key Functions:

* 1. Respond to the applicable Director of Field Services expressed needs including acceptance and timely performance of all appropriate assignments, production of regular reports, attendance at meetings, etc. Keep the Director and Regional Coordinator informed of all work site issues in area of responsibility in a timely manner.

* 2. In the role of innovative advocate, and with the goal being to enhance the quality of PEF members' work lives, a Field Representative counsels in a timely manner employees and PEF leaders of their rights and various options available for accomplishing this goal.

- * 3. Except in the cases of termination, represent grievants in disciplinary matters up to and including arbitration. This includes representation at interrogations and non-termination Section 72 hearings. In addition, represent PEF and grievants at contract arbitrations and in PERB cases.
- * 4. Train, advise and assist local and, where appropriate, statewide PEF representatives in all aspects of their advocacy roles including the Contract, Labor Management, and Grievance processing. In addition, familiarize them with labor relations concepts such as FLSA, ADA, Taylor Law, Civil Service Laws, Rules and Regulations, Duty of Fair Representation (DFR) etc. Conduct orientation/training sessions for new stewards within a reasonable period of time of their election within assigned areas.
- * 5. In conjunction with other Departments, provide assistance and information regarding PESH complaints, workers' compensation claims, unemployment insurance claims, requests for reasonable accommodations, human rights complaints and other statutory and regulatory processes that affect PEF members' employment.
- * 6. Advocate for the creation of functional labor/management teams in each facility. Be responsible for the training of the team, assisting in the creation of the L/M agenda, functioning as the expert adviser to the team on labor relations matters, attending the pre and formal L/M meetings, maintaining the record of "commitments" made at each meeting, and sharing this record with the local leadership and the Statewide Director of Field Services within 2 weeks of the meeting. Serve as PEF President's designee on agency statewide L/M Committees as assigned.
- * 7. During a period of possible reductions in force, act as a resource for local members on Civil Service layoff procedures. In conjunction with other departments investigate and take appropriate action in response to any reduction in force irregularities brought to their attention.
- * 8. Advise and assist Council Leaders, or other PEF members, and PEF Staff in implementing local internal organizing campaigns.
- * 9. When assigned, may act as lead Staff in Contract negotiations of current and new PEF represented bargaining units.
- * 10. Keep him/herself informed of 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 effecting all PEF represented bargaining units. Be responsible for communicating this information to the local PEF leaders and members.

* 11. Conduct regular worksite visits to review and be kept informed of Labor Relations and other worksite issues germane to PEF as experienced by these leaders and their members. Report same to the Director.

* 12. Perform special assignments as required.

* 13. Consistent and reliable attendance.

* *Identifies essential function/fundamental job duty.*

Rev. 8/8/2014