



memo:

** PLEASE POST **

TO: All PEF Offices
FROM: Human Resources
DATE: May 1, 2024
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: Contract Administration Assistant (Contract Administration)
** This position is contingent for 1-year as there is a hold by the incumbent until c.o.b. May 13, 2025, pursuant to the PEF/USW collective bargaining agreement. **

Location: PEF Headquarters (Albany)

Category: 6 (USW)

Salary: \$50,857.00 – Hiring Rate (minimum)
\$61,345.00 – 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

Qualifications and job description are attached.

cc: Statewide Officers
Regional Coordinators
Trustees
USW 9265 President

NYS PUBLIC EMPLOYEES FEDERATION
POSITION DESCRIPTION

Position Title: Contract Administration Assistant

Department: Contract Administration

Position Summary: Under the general direction of the Director of Contract Administration, assists the other professional staff of the Contract Administration unit on issues concerning the administration and negotiation of the collective bargaining agreements for the various units represented by PEF, including the PEF/State contract. Completes special projects as assigned by the Director of Contract Administration. Coordinates and may directly provide administrative support to the Labor/Management committees.

Qualifications: Minimum 3 years experience as secretary; graduate of business college, or equivalent; experience with word processing and database software; excellent written and verbal communication skills. Shorthand and transcription skills preferred.

Key Functions:

- * Researches and maintains files. Contacts the appropriate members and field staff when a request for information on an issue or activity has been made of Contract Administration. Drafts responses as necessary.
- * Tracks contract issues for distribution of information to PEF leadership and staff.
- * Provides administrative support for PEF/State negotiating team, recording and transcribing minutes and maintaining records.
- * Maintains central files on disciplinary charges under Article 33 and prepares monthly report to field staff.
- * Maintains central files of contract grievances and arbitrations.
- * Reviews all bills for arbitrations, verifies accuracy and forwards to accounting for payment.
- * Prepares and coordinates the distribution of large-scale mailings and projects.
- * Assists Labor/Management Chairs and committee members with the review and editing of communications to members.

* Maintains current information on composition of Labor/Management committee.

* Assists Contract Administration staff with their duties, and performs other clerical duties as assigned.

* Consistent and reliable attendance.

**Denotes essential functions.*

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