



# memo:

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

TO: All PEF Offices  
FROM: Human Resources  
DATE: March 28, 2025  
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: Senior Field Representative  
Location: PEF Headquarters – Albany, NY  
Category: 14 (USW)  
Salary: \$72,720.00 – Hiring Rate (minimum)  
\$103,690.00 – Step 5 (maximum)  
*PEF retains the right to increase the starting salary based on experience.*

In addition, a transportation allowance of \$282/biweekly is provided for this position.

Interested members of staff are invited to submit their resume in writing 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:** Senior Field Representative

**Department:** Field Services

**Unit Category:** USW Category 14

**Position Summary:** The Senior Field Representative serves as an innovative, experienced and resourceful advocate responsible for ensuring the effective protection of Bargaining Unit Members and the Union's rights under PEF's various Collective Bargaining Agreements, 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 Senior 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 Convention Delegates, President, and Executive Board.

In addition, this individual provides mentorship, advanced expertise and leadership to field representatives, members, and leaders. In so doing, this individual develops and provides education and training to Field Representatives, PEF leaders and members as directed by their supervisor. This individual also assists in the onboarding of new field representatives by providing one-on-one assistance, shadowing opportunities and mentorship and support in day-to-day work of the new field representative(s). In addition, the individual will identify areas of improvement and provide feedback and report out of mentored field representatives to the appropriate Field Director. The Senior Field Representative will also assist, along with appropriate Field Director, in developing progress and developmental plans for mentored field representatives. The Senior Field Representative may be the point of contact for other directors and leaders within PEF relating to their assignments.

**Qualifications:** At least five years of experience as a union staff representative, attorney, or other similar experience, who is skilled in grievance handling, disciplinary matters including arbitration, administrative hearings, research, analysis, and writing, organizing, Taylor Law procedures, negotiations, and collective bargaining. A successful candidate must demonstrate excellent oral and written advocacy 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.

## **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 applicable 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 Senior 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 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 field representatives. 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 applicable Field Director 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 Organizers or other 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. It is anticipated that the Senior Field Representative will be included in interviews of field representatives in their area of responsibility, whenever practicable.
  - \* 13. Perform special assignments as required.
  - \* 14. Consistent and reliable attendance.
- \* *Identifies essential function/fundamental job duty.*

Rev. 3/10/2025