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** PLEASE POST **

TO: All PEF Offices
FROM: Human Resources
DATE: January 22, 2025
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: \$106,565.00 – Hiring Rate (minimum)
\$133,245.00 – 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. 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