



memo:

**** PLEASE POST ****

TO: All PEF Offices
FROM: Human Resources
DATE: December 19, 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: TEMPORARY Regional Director of Field Services (Downstate)
** Position is temporary through October 1, 2025 (estimated) **

Location: NYC Regional Office (covers NYC and Long Island)

Category: 10 (MC)

Salary: \$111,572.00 – Hiring Rate (minimum)

\$138,252.00 – Step 5 (maximum)

** Salaries above include the downstate adjustment of \$5,007.00. **

PEF retains the right to offer above the minimum 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: Regional Director of Field Services

Department: Field Services

Position Summary: Coordinate, deliver and monitor PEF resources, programs to PEF members through the direct supervision of professional and administrative staff.

Qualifications: Must have background with increasing degrees of supervisory and administrative responsibilities. Must possess a minimum of five years' demonstrated experience in negotiating and enforcing the collective bargaining agreement through, and including, the arbitration process. Applicants should have a strong labor relations background with excellent oral and written communication skills. Experience in the organization of employees, either in the public or private sector through, and including the election/certification process will be an asset.

Key Functions:

- 1.* Supervise, coordinate and evaluate the performance of assigned staff.
- 2.* Communicate with Regional Coordinators to insure proper delivery of PEF services through field representatives.
- 3.* Communicate with Division Leaders on a periodic basis in an effort to review and monitor PEF services and programs for their respective divisions.
- 4.* Meet at least monthly with each Regional Coordinator of assigned regions and discuss areas of concern and address same.
- 5.* Report directly to the Statewide Director of Field Services all activities and developments relevant to PEF Field Services.
- 6.* Review and approve all Step 3 appeals, demands for arbitration and Improper Practice charges.
- 7.* Serve as a resource to the PEF Labor/Management Committees as well as ad hoc, standing and contract committees, as needed.
- 8.* Provide assistance to the PEF Health and Safety and Organizing programs.

9.* Perform special assignments as directed.

10.* Consistent and reliable attendance.

11.* Must have valid driver's license.

** Denotes essential functions that a candidate must be able to perform either with or without a reasonable accommodation.*

Revised 5.2017