



memo:

**** PLEASE POST ****

TO: All PEF Offices
FROM: Human Resources
DATE: September 3, 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: Senior Divisions Assistant (Divisions Department)

Location: PEF Headquarters (Albany)

Category: 6 (USW)

Salary: \$52,383.00 – Hiring Rate (minimum)

\$63,185.00 – 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: Senior Divisions Assistant (USW-6)
- Department: Divisions
- Position Summary: Under the direction of the Assistant Director of Divisions prepare, conduct, and process division elections. Assist Divisions Finance with maintaining financial records. Responsible for maintaining computer database files pertaining to elections. General office functions; generate notices of election results; and related work as requested by Assistant Director of Divisions
- Qualifications: Knowledge of Microsoft Word, Access, Excel and Power Point. Great Plains and Bank of America Works program is a plus. General bookkeeping principles and practices and the ability to organize and complete tasks in an accurate and timely manner is essential. Must be able to work effectively and confidentially with various personalities and levels of leadership.
- Key Functions:
- *1. Maintain central calendar of all elections of current Division Officers and Stewards in order to provide timely notice to Divisions. Draft monthly, quarterly and annual reports for review by the Assistant Director of Divisions.
 - *2. Coordinate steward/officer elections, convention delegate elections and special elections by following established processes and policy. Provide guidance to Divisions in establishing constituencies.
 - *3. Assist Triennial Elections Committee and Delegate Election Committee with information for apportionment of constituencies.
 - *4. Assist the Assistant Director of Divisions in the administration and coordination of the Divisions Committee, Delegate Election Committee, Special Election Committee, and Triennial Election Committee. Arrange meetings, prepare agenda, take minutes and provide follow up on agenda items.
 - *5. Create and mail election notices, petitions and ballots. Verify election petitions. Notify divisions/members of election results. Prepare, secure and count division election and delegate ballots.

- *6. Independently prepare correspondence and recurring reports for review and signature of the Assistant Director of Divisions.
- *7. Receive and report membership complaints to the Assistant Director of Divisions.
- *8. Assist with clerical and general maintenance of Division Finance files.
- *9. Assist in supplying information for department newsletter.
- *10. Travel as need to attend Regional and Divisional meetings. Attend the PEF Convention and staff Division booth as directed.
- *11. Follow procedure for generating membership lists and mailing files for election purposes.
- *12. Establish and maintain a variety of files and records, including control files of matters in progress.
- *13. Prepare and coordinate the distribution of large-scale mailings and department projects.
- *14. Other duties as assigned.
- *15. Consistent and reliable attendance.

*Identifies an essential function/fundamental job duty.

REV. 6.6.2019