



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 Programmer/Analyst
Location: PEF Headquarters – Albany, NY
Category: 13 (USW)
Salary: \$70,531.00 – Hiring Rate (minimum)
\$100,549.00 – 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 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

Qualifications and job description are attached.

cc: Statewide Officers
Regional Coordinators
Trustees
USW 9265 President

NYS PUBLIC EMPLOYEES FEDERATION

POSITION DESCRIPTION

Position Title:	Senior Programmer/Analyst
Department:	Membership Information Systems
Position Summary:	Under the direction of the Director of MIS, or his/her designee, works with other department staff in the design, installation and maintenance of computer systems and related services at headquarters and regional offices. Provides support services for officers and staff.
Qualifications:	Bachelor's degree in data processing and/or two years' experience in systems analysis, application development, and in the design, development, and administration of large SQL databases. Knowledgeable in personal computer software and hardware. Competency in one or more programming languages, with relational database design and development, conceptual and physical data modeling, object-oriented programming in client/server environment, graphical user interface (GUI) design and development, telecommunications programming and support, Cisco IOS, and network programming and design.
Key Functions:	<ul style="list-style-type: none">* 1. Meet with users to identify needs and requirements, conduct feasibility studies and perform cost/benefit analyses.* 2. Develop system requirements.* 3. Design and develop databases and applications.* 4. Write program specifications.* 5. Define test criteria and testing procedures.* 6. Create implementation plans.* 7. Write program documentation, operations manuals, user procedures and manuals.* 8. Develop and implement procedures for data security, disaster recovery and data integrity.* 9. Design, develop and support PEF's Telecommunications, IP Telephony, including but not limited to network design, programming, program documentation, and program and equipment maintenance and support.

- * 10. Maintain software and hardware.
 - * 11. Server setup, maintenance, and security implementation.
 - * 12. Function as backup for operations staff.
 - 13. Other related duties as assigned.
 - * 14. Consistent and reliable attendance.
- * *Identifies essential function/fundamental job duty.*

Created 7/9/2008