



# memo:

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

TO: All PEF Offices  
FROM: Human Resources  
DATE: March 4, 2026  
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: Confidential Assistant to the Administrator of Membership Benefits Program

Location: MBP (Albany, NY)

Category: 5 (MC)

Salary: \$63,276.00 – Hiring Rate (minimum)

\$81,277.00 – 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](mailto: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:** Confidential Assistant to the Administrator of Membership Benefits Program

**DEPARTMENT:** Membership Benefits Program (MBP)

**POSITION SUMMARY:** Provides confidential administrative support to the Administrator of the Membership Benefits Program (MBP) and is responsible for the overall functioning of the MBP office. Performs complex administrative work requiring discretion, independent judgment, and an important level of organizational skill.

**QUALIFICATIONS:** Minimum of five (5) years' experience as an Administrative Assistant; or graduation from a community college; or an equivalent combination of education and work experience.

Demonstrated knowledge of general office practices and procedures.

Ability to manage and maintain confidential material related to the MBP Trust and Public Employees Benefit Fund (PEBF).

Ability to work effectively with MBP Trustees and PEBF Trustees.

Excellent written and oral communication skills.

Superior knowledge of Microsoft Office Suite.

Valid New York State Driver's License and ability to travel statewide.

Knowledge of labor unions is helpful but not required.

**KEY FUNCTIONS:**

- \* 1. Provide confidential support to the Administrator and oversee the daily administrative operations of the Administrator's office and MBP office.
- \* 2. Prioritize, maintain confidentiality of, and distribute correspondence as appropriate; forward items for action and follow up to ensure timely completion.
- \* 3. Work with the MBP Administrator to resolve member inquiries, including sensitive or confidential matters, coordinating with the relevant Department Executive to ensure timely resolution.
- \* 4. Provide Administrator with weekly updates on pending and completed assignments.

- \* 5. Draft confidential and general correspondence for the signature of the Administrator, MBP Trustees, and PEBF Trustees.
  - \* 6. Schedule and organize confidential meetings, including those with outside entities.
  - \* 7. Record, transcribe, and distribute accurate confidential minutes and notes from meetings and events.
  - \* 8. Coordinate all travel arrangements for MBP staff, MBP Trustees, and PEBF Trustees.
  - \* 9. Attend Trustee meetings and other events as requested by the Administrator; occasional statewide travel required.
  - \* 10. Manage the MBP Manager's calendar.
  - 11. Complete and update charts and graphics related to benefits and services from various departments.
  - 12. Maintain and update the MBP Policy Manual.
  - 13. Maintain records and oversee the upkeep of the MBP vehicle.
  - 14. Perform other duties as assigned.
  - \* 15. Maintain consistent and reliable attendance.
  - \* 16. Ability to lift to 50 pounds.
- \* *Identifies essential function/fundamentals job duty*

REVISED 3.3.2026  
REVISED 8.15.2022  
CREATED 11.2017