



memo:

**** PLEASE POST ****

TO: All PEF Offices
FROM: Human Resources
DATE: April 4, 2022
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: MBP Retiree Coordinator
Location: Membership Benefits (Albany)
Salary: \$56,772.00 (Category 5, Hiring Rate of the
of the PEF/MC salary schedule)

**PEF retains the right to increase the starting salary based on experience.*

Interested members of staff are invited to submit applications 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: Retiree Coordinator (Membership Benefits)

Department: Membership Benefits

Category: MC - 5

Position Summary: Under the direction and supervision of the Insurance Executive, assists the Membership Benefits Program with providing benefits to retiree members; coordinates and monitors benefit programs for PEF retirees provided by the Membership Benefits Program; works with the Retiree Program and their benefits committee to implement Retiree benefits; and implements procedures for new programs related to retirees. Works with PEF leaders, staff, Membership Benefits and member committees to assist in the development and implementation of retiree programs.

Qualifications: Bachelor's degree or combination of appropriate education and related experience in business demonstrated managerial/supervisor skills; and knowledge of public employee issues. The successful candidate for this position must have excellent oral and written communication skills, ability to work independently; and ability to make oral presentations and prepare correspondence in connection with special projects for retirees, and knowledge of public employee issues. Training and/or experience with public sector labor unions and current topics of concern; understanding of state budgetary process; familiarity with the NYS retirement system for public employees, Master's degree in Public Administration, Political Science, Public Relations, Labor Relations or related fields considered a plus; knowledge of governor's office, key staff and legislature; willingness to work unusual and uneven hours; ability to travel. Must have valid NYS driver's license.

Key Functions:

1. * Assist the Administrator in the development and implementation of new retiree benefits, obtain enhancements and changes in response to retirees' needs and concerns.
2. * Supervise Staff as may be required by the Administrator off Membership Benefits.
3. * Travel throughout the state on behalf of Membership Benefits to inform retirees of benefits provided and to explain the various plans available.
4. * Work with the Retiree Program on any issues related to the Retiree Dental or Vision benefit and communicate with members regarding all aspects of the benefits.
5. * Establish and maintain retiree program initiatives as assigned by the Administrator.

6. * Coordinate the dissemination of retiree program information and services with Administrator, Directors of Field Services and other Department Directors, Statewide Officers, Regional Coordinators and others as needed in conjunction with the Retiree Services Coordinator.
7. * Proactively identify issues that represent opportunities or threats to PEF membership as they relate to retirees.
8. * Develop a retiree newsletter and write articles for same in conjunction with and in cooperation with Administrator and other PEF Departments; the Coordinator shall utilize the newsletter to keep the retirees informed of the benefit programs offered through Membership Benefits;
9. Other related duties as assigned.
10. * Consistent and reliable attendance.

** Identifies essential function/fundamental job duty.*

Revised 3.31.2022