

Temporary Assistance Specialist 1 RIS (NY HELPS) OR Temporary Assistance Specialist RIS Trainee 1 OR Temporary Assistance Specialist RIS Trainee 2

Announcement Posted:

04/16/24

Responses must be hand delivered or postmarked by:

04/26/24

Salary Range:

\$65,001 to \$82,656 (Temporary Assistance Specialist 1 RIS); **OR**
\$49,363 (Temporary Assistance Specialist RIS Trainee 1); **OR**
\$52,198 (Temporary Assistance Specialist RIS Trainee 2)

Location:

Bureau of Refugee Services
40 North Pearl Street
Albany, NY 12243

Grade:

18/NS

of Positions:

1

Candidates Must Meet the Following Qualifications:

NY HELPS: This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS).

For the duration of the NY HELPS Program, this title may be filled via a non-competitive appointment, which means no examination is required, but all candidates must meet the minimum qualifications for this title. At this time, OTDA may recruit and hire employees by making temporary appointments. In May 2024, if a temporary NY HELPS employee is satisfactorily performing in the position, the appointment will be changed from temporary pending Civil Service Commission Action to permanent non-competitive, and the official probationary period will begin.

At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

NON-COMPETITIVE MINIMUM QUALIFICATIONS:

For Trainee 1, you must have a bachelor's or higher.

For Trainee 2, you must have a bachelor's and one year of experience assessing or determining refugees and immigrants' eligibility for programs to assist with assimilation, economic self-sufficiency or other needs; designing and developing plans or proposals, and implementing and evaluating programs to assist refugees and immigrants with assimilation, economic self-sufficiency, or other needs; or providing human services to refugees and immigrants to assist in gaining and retaining employment, language skills, housing, or medical care.

a Juris Doctor, master's or higher degree in a related field can substitute for one year of specialized experience.

For the Full Performance Level, you must have a bachelor's and two years of experience assessing or determining refugees and immigrants' eligibility for programs to assist with assimilation, economic self-sufficiency or other needs; designing and developing plans or proposals, and implementing and evaluating programs to assist refugees and immigrants with assimilation, economic self-sufficiency, or other needs; or providing human services to refugees and immigrants to assist in gaining and retaining employment, language skills, housing, or medical care.

a Juris Doctor, master's or higher degree in a related field can substitute for one year of specialized experience.

OR

55 b/c: This position is eligible for 55 b/c appointment, and candidates with 55 b/c eligibility are encouraged to apply. To be eligible for a 55 b/c appointment, the candidate must be currently enrolled in the Civil Service 55 b/c program. Information about the 55b/c program can be found here: [55b/c Recruitment Resources Center \(ny.gov\)](https://www.careercenter.ny.gov/55b/c).

COMPETITIVE QUALIFICATIONS:

Eligible for a lateral transfer or eligible for transfer under Section 70.1 of the Civil Service Law by having one year of permanent competitive service in an appropriate title. Information regarding transfer eligibility is available on the Civil Service Career Mobility Office website at <https://careermobilityoffice.cs.ny.gov/cmogotit/>.

OR

Reachable on the appropriate eligible list in Albany.

Duties of Position:

Duties include, but are not limited to:

- Manage the state procurement process, including developing and distributing Requests for Proposals and the subsequent proposal review process using Grants Gateway and Statewide Financial System;
- Develop new contracts and amend continuing contracts as needed;
- Engage in planning meetings;
- Engage with other divisions within OTDA and other state agencies as necessary;
- Review and process claims for payment;
- Monitor program and contractor performance;
- Prepare written reports summarizing the results of monitoring;

- Produce other written documents such as letters, e-mails, templates and memorandums;
- Participate in the development of new programs and policies;
- Participate in the analysis of state and federal policies to ensure proper direction is provided to contractors;
- Provide guidance, technical assistance and training to contractors and other stakeholders;
- Coordinate activities involving internal and external auditors/investigators when necessary;
- Perform various tasks involving data collection and analysis using the Bureau of Refugee Services (BRS) Information Network client data system and other data collection systems and tools;
- Complete special projects as assigned and attend meetings to represent the Bureau as required;
- Travel statewide including to NYC and Long Island to conduct monitoring visits and attend meetings;
- The position is in the Bureau of Refugee Services within the Division of Housing and Refugee Services. The selected candidate will serve as a program manager in either the Data Management and Program Unit or the Refugee Services Unit.

Conditions of Employment:

A full-time contingent permanent or temporary appointment will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. Candidates must be legally authorized to work in the United States.

Your resume must indicate how you meet the minimum qualifications for this position. Non-specific submissions may be disqualified from further consideration if the information you provide does not meet the minimum qualifications.

Remarks:

- **Candidates should reference posting 24-111 when submitting your application.**
- **If submitting electronically, please reference posting 24-111 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**

NYS OTDA seeks to promote a diverse workforce that is a representation of the various cultures, voices, backgrounds, ideas, and talents of the citizens and communities that we serve. We actively solicit and encourage applications from Black, Indigenous, and People of Color (“BIPOC”); LGBTQIA+ individuals; women; people with disabilities; and military veterans.