

## Temporary Assistance Specialist 1 (NY HELPS) OR

## Temporary Assistance Specialist Trainee 1 OR

## Temporary Assistance Specialist Trainee 2

**Announcement Posted:**

04/22/24

**Responses must be hand delivered or postmarked by:**

05/02/24

**Salary Range:**

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

**Location:**

Employment and Income Support Programs  
40 North Pearl Street  
Albany, NY 12243

**Grade:**

18/NS

**# of Positions:**

1

Let OTDA make a difference for your career while you make a difference for your community! In the Employment and Income Support Programs (EISP) vision of OTDA, you can be part of a team that helps ensure that New York's most vulnerable citizens are connecting with the benefits that will give them a hand-up toward economic stability, affordable housing, and food security. EISP is looking for dedicated individuals with background experience in human services who can apply their policy knowledge and technical skills to the programs our division is entrusted with overseeing.

Some applicants will be eligible to enter the position at the full-title level, but traineeship opportunities are also available for anyone with less direct experience. The division is dedicated to teaching and supporting all employees who possess drive, capability, and a passion to help others. Please continue reading for more details on the official qualifications required.

**Candidates Must Meet the Following Qualifications:**

NY HELPS: These titles are part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS).

For the duration of the NY HELPS Program, these titles may be filled via a non-competitive appointment, which means no examination is required, but all candidates must meet the non-competitive minimum qualifications for these titles. 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 QUALIFICATIONS:

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

For Trainee 2 Level, you must have a bachelor's or higher degree; AND one year of professional experience performing one or more of the following:

- Administering temporary assistance programs and initiatives to assess applicant/recipient needs, determine eligibility and/or provide services or benefits to low-income individuals or families. Such initiatives may include, but are not limited to, the development of systems applications for determining eligibility and benefit levels for temporary assistance programs;
- Planning, implementing, assessing, monitoring and/or evaluating programs to deliver effective temporary assistance and/or workforce development/training programs to unemployed, underemployed, low income or disabled individuals;
- Managing contracts and related budgets for workforce development/training and/or temporary assistance programs, including contract development, negotiation and execution, and fiscal management, monitoring or program review; and
- Planning, developing, managing, or administering programs that provide care and service to adults, children, and/or families in need of assistance, including childcare, foster care, medical assistance and adult residential care, aid to the refugee and/or immigrant population, or child and adult protective care.

Substitution: 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 or higher degree; AND two years of professional experience performing one or more of the following:

- Administering temporary assistance programs and initiatives to assess applicant/recipient needs, determine eligibility and/or provide services or benefits to low-income individuals or families. Such initiatives may include, but are not limited to, the development of systems applications for determining eligibility and benefit levels for temporary assistance programs;
- Planning, implementing, assessing, monitoring and/or evaluating programs to deliver effective temporary assistance and/or workforce development/training programs to unemployed, underemployed, low income or disabled individuals;
- Managing contracts and related budgets for workforce development/training and/or temporary assistance programs, including contract development, negotiation and execution, and fiscal management, monitoring or program review; and
- Planning, developing, managing, or administering programs that provide care and service to adults, children, and/or families in need of assistance, including childcare, foster care, medical assistance and adult residential care, aid to the refugee and/or immigrant population, or child and adult protective care.

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

**Note:** experience limited to clerical screening of applications, data entry, distribution of forms/brochures to prospective social services applicants, administrative duties in support of temporary assistance programs and any function in which the major responsibility of the position does NOT entail the direct planning, oversight, or provision of assistance is not considered qualifying. In addition, experience in staff development activities internal to an organization or auditing of employment and training programs, is NOT qualifying experience for this examination.

Temporary Assistance Programs are: Family Assistance (FA), Jobs Program, Safety Net Assistance, Supplemental Security Income (SSI), SSI State Supplement Program, Emergency Assistance to Families or Adults (EAF,EAA), Supplemental Nutrition Assistance Program (SNAP, formerly known as Food Stamps), Employment Services for Recipients of Public Assistance or SNAP, and Energy Assistance.

**OR**

55b/c: These positions are eligible for 55b/c appointment, and candidates with 55b/c eligibility are encouraged to apply. To be eligible for a 55b/c appointment, candidates must be currently enrolled in the Civil Service 55b/c program and meet the Non-Competitive Qualifications. Information about the 55b/c program can be found here: [55b/c Recruitment Resources Center \(ny.gov\)](https://www.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/cmo/gotit/>.

**OR**

Reachable on the appropriate eligible list in Albany.

### **Duties of Position:**

Duties of this position will include, but not be limited to the following:

- Review, analyze and develop Supplemental Nutrition Assistance Program (SNAP) policies and procedures;
- Prepare instructions for local districts and implement policy and procedures;
- Respond to written and oral requests for information and clarification from clients, districts, community-based organizations, and other sources;
- Serve as a liaison to local districts and provide districts with technical assistance on SNAP issues;
- Conduct SNAP program management reviews/monitor local districts SNAP operations as required. Prepare reports, identify deficiencies and work with districts on corrective actions, including training, as necessary;
- Assist with completing the work associated with SNAP related initiatives and projects as needed, such as, but not limited to: Waivers, SNAP Source Book review and update, New York State's Social Security Income - Combined Application Project (SSI-CAP), myBenefits, myWorkspace, the development of the Integrated Eligibility System (IES) and New York City Process Re-engineering;
- Assist in the development and management of EISP/SNAP contracts and programs, including developing program plans, funding appropriations, and Requests for Proposals (RFPs);
- Negotiate contracts to ensure services are rendered in a cost-effective and high-quality manner to low-income New Yorkers throughout the state;

- Execute contracts including taking steps to receive approval from Legal, Budget and Contract staff;
- Review and approve vouchers to ensure claims are in line with program goals and allowable expenditures;
- Monitor social services districts on-site and/or OTDA contractors to ensure services are being delivered consistent with State and federal requirements;
- Assist in the development of annual State Plans and reports; and
- Compile necessary documents to respond to federal audits.

### **Conditions of Employment:**

A full-time, contingent-permanent, permanent or temporary appointment will be made. This position may require up to 30% travel. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to these titles. Candidates must be legally authorized to work in the United States.

Your resume must indicate how you meet the minimum qualifications for these positions. 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 24-118 when submitting your application.**
- **If submitting electronically, please reference posting 24-118 as part of your subject line.**
- **If you are interested in applying to these positions, 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.