

Program Research Specialist 2 (Human Services) (NY HELPS)

Announcement Posted:

05/14/24

Responses must be hand delivered or postmarked by:

05/24/24

Salary Range:

\$84,156 to \$106,454

Location:Child Support Services
40 North Pearl Street
Albany, NY 12243**Grade:**

23

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 non-competitive minimum qualifications for this title. At this time, OTDA may recruit and hire employees by making temporary appointments. In June 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:

A bachelor's degree including or supplemented by nine semester credit hours in statistics, biostatistics, economics, econometrics, research methods, mathematics, data analysis, or data modeling and three years of professional research experience in the collection and evaluation of quantitative data directed toward review and analysis of social services programs, such as cash or nutrition assistance, child welfare, disease management, disease prevention, employment, and unemployment services, labor market information, or workforce development.

COMPETITIVE QUALIFICATIONS

Eligible for a lateral transfer or eligible for transfer under Section 70.1 or 52.6 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:

The duties of this position include:

- Data production and analysis in support of policy, performance, systems modernization, and trend analysis;
- Data file development, extraction, manipulation, cleansing, and analysis of large data extracts using statistical and analysis packages;
- Developing and executing ad hoc and recurring reports designed to support federal reporting, policy analysis, and program evaluation;
- Collecting and processing data in support of DCSS audits;
- Analyzing and interpreting data in support of consideration of changes related to policies, procedures, and program improvements;
- Identifying trends in data and any factors that could affect the results of the analysis conducted;
- Preparing tables, graphs, fact sheets, and written reports summarizing research results;
- Preparing forecasts of factors related to and affecting the Child Support Program operations for use in strategic planning activities; and
- Work with information technology and operational staff to maintain and enhance the data infrastructure and reports needed to support data analysis and reporting functions.

Desired Competencies:

- Self-motivated, strong attention to detail, good communication skills, and committed to teamwork.
- Ability to organize and prioritize multiple tasks and meet deadlines.

Conditions of Employment:

A full-time, contingent permanent 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.

Please be advised that all hires or transfers into these positions must submit to mandatory fingerprinting and an associated background investigation, including state and national criminal history record checks, as well as a check with local law enforcement agencies where the applicant has lived, worked, and/or attended school within the last 5 years for any identified arrests, to ensure suitability for employment and/or continued employment. Candidates will not be required to pay the fees associated with mandatory fingerprinting. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment. Please note that the selected candidate, should they continue to have access to Federal Tax Information (FTI), must submit to a mandatory reinvestigation every five (5) years.

Remarks:

- **Candidates should reference posting 24-136 when submitting your application.**
- **If submitting electronically, please reference posting 24-136 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.