

**Management Specialist 1; OR
Management Specialist Trainee 1; OR
Management Specialist Trainee 2**

Announcement Posted:

03/18/24

Responses must be hand delivered or postmarked by:

03/28/24

Salary Range:

\$63,108 to \$80,248 (Management Specialist 1); **OR**
\$47,925 (Management Specialist Trainee 1); **OR**
\$50,678 (Management Specialist Trainee 2)

Location:

Audit and Quality Improvement
40 North Pearl Street
Albany, NY 12243

Grade:

18/NS

of Positions:

1

Candidates Must Meet the Following Qualifications:

Management Specialist 1 (SG-18), Management Specialist Trainee 1 (SG-13 NS), Management Specialist Trainee 2 (SG-14 NS)

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

55 b/c: This position is eligible for 55b/c appointment, and candidates with 55b/c eligibility are encouraged to apply. To be eligible for a 55b/c appointment, candidate must be currently enrolled in the Civil Service 55b/c program and meet the above mentioned 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-recruitment-resources-center).

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

For Trainee 2, you must have a bachelor's degree or higher and one year of professional experience; OR 2. A Juris Doctor, master's or higher degree in a field related to the position being filled.

For the Full Performance Level, you must have a bachelor's degree or higher and two years of professional experience; OR 2. A Juris Doctor, master's or higher degree in a field related to the position being filled, AND

one year of professional experience.

OR

Reachable on the appropriate eligible list in Albany.

Duties of Position:

The candidate must develop an in-depth knowledge of the Supplemental Nutrition Assistance Program (SNAP) and gain an understanding of the federal and state regulations that govern the program. The candidate will be required to learn about the SNAP Quality Control review process and develop the policy and technical skills necessary to accurately complete these reviews. The candidate will also be needed for various other projects such as compliance audits, Temporary Assistance to Needy Families - Maintenance of Effort (TANF/MOE) reporting, data matching reviews, and other duties as assigned.

The specific responsibilities of this position include, but are not limited to, the following:

- Develop an understanding of the Supplemental Nutrition Assistance Program;
- Develop a working knowledge of the SNAP Quality Control review process and objective;
- Develop and maintain knowledge of other program areas, data sources and audit policies;
- Perform SNAP Quality Control reviews and other audits;
- Assist supervisor in developing controls, procedures, case review records and work papers;
- Analyze data and develop audit findings and case determinations;
- Submit findings/determinations for supervisory review and compile into narrative and/or statistical reports and summaries;
- Communicate in a professional and respectful manner both orally and in writing with coworkers, supervisors, recipients, auditees and local district staff;
- Discuss problems encountered and propose solutions to supervisory staff;
- Develop and maintain a working knowledge of required computer systems (for example, Welfare Management System (WMS), Quality Control Information System (QCIS), and others as directed); and
- Perform required administrative duties.

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. This position requires travel at less than 50% travel. 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 24-076 when submitting your application.**
- **If submitting electronically, please reference posting 24-076 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.