

## Management Specialist 4

**Announcement Posted:**

11/18/2024

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

11/28/2024

**Salary Range:**

\$123,793 to \$156,224

**Location:**

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

**Grade:**

664 (Management Confidential)

**# of Positions:**

1

**Candidates Must Meet the Following 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.](#)

Preferred Qualifications: 4 years of experience with existing operations and processes for the prevention and detection of fraud and abuse in the public assistance and Supplemental Nutrition Assistance Program (SNAP) programs.

**Duties of Position:**

Under the direction of the Deputy Commissioner of Audit and Quality Improvement, the Management Specialist 4 will serve as the Director of Program Integrity within the division of Audit & Quality Improvement.

Duties include, but are not limited to, the following:

- Administer and direct statewide operations and processes for the prevention and detection of fraud and abuse in the public assistance and Supplemental Nutrition Assistance Program (SNAP) programs. Oversee the Office of Temporary and Disability Assistance (OTDA) welfare fraud initiatives, programs and policies, including the Front End Detection System (FEDS), Public Assistance Reporting Information System (PARIS) Interstate Match, Prison Computer Match, Intentional Program Violations (IPVs), Lottery Intercept Match, and National Directory of New Hires (NDNH)/Verified Employment Data (VED);
- Work with high level program staff to develop and implement clear and direct policy communication to local districts;
- Serve as liaison with a variety of federal, state and local social service, investigative and oversight agencies;
- Direct the development of statewide policy, procedures and regulations regarding program integrity efforts. Provide guidance and training to local district staff. Assist in the development of audit plans, policy and training;
- Supervise both upstate and downstate program integrity unit staff in the conduct of their respective responsibilities;
- Serve on the board of national organizations and work with other states and federal agencies to address federal regulations and their ultimate impact on state operations. Develop and resolve issues that are common amongst states. Serve on inter agency task forces to address issues that cross agency lines;
- Plan, prepare and conduct training sessions and make presentations to local, state or national audiences;
- Develop, assess and implement new initiatives utilizing data analytics to detect and prevent welfare fraud;
- Ensure compliance with federal and state reporting requirements;
- Assure compliance of local district activity with established policy, rules and regulations;
- Maintain a working knowledge of federal and State programs of assistance, claiming processes, and the agency's computer systems and subsystems;
- Participate in professional development and training; and
- Perform full range of personnel management activities.

### **Conditions of Employment:**

A full-time permanent or contingent permanent appointment will be made. This position requires less than 30% travel. You must be a current New York State employee to apply for this position. 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.

Telecommuting up to 50% may be available in accordance with The Office of Temporary and Disability Assistance policy and can be discussed during the interview.

**Remarks:**

- **Candidates should reference posting 24-274 when submitting your application.**
- **If submitting electronically, please reference posting 24-274 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.