

Program Aide

Announcement Posted:

03/16/23

Responses must be hand delivered or postmarked by:

03/26/23

Salary Range:

\$48,881 to \$59,542

Location:

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

Grade:

13

of Positions:

1

Candidates Must Meet the Following Qualifications:

Eligible for a lateral transfer or eligible for a 70.1 transfer by having one year of permanent competitive service in an appropriate title;

View a complete listing of [70.1 transferable titles](#); **OR**

Reachable on the appropriate eligible list in Albany.

Duties of Position:

This position is located within the Upstate Systems Bureau (USB) Bureau, in the Employment and Income Support Programs (EISP) area. This position will be supervised by a Temporary Assistance Specialist 2, grade 23.

A summary of the primary activities the Program Aide Grade-13 will be performing include, but are not limited to:

- Serve as a central support for managing USB tasks and updating documentation;
- Administrative support including processing General Information System (GIS) messages and other time sensitive material for local district support;
- Provide Client Notice System (CNS) reprints and manage subscription service;
- Provide backup for other EISP support staff; and
- Assist with other tasks as needed, including, but not limited to: gaining knowledge of USB systems, attending meetings, and provide support for the IES transformation.

Conditions of Employment:

You must be a current New York State employee to apply for these positions. A full-time permanent appointment will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title.

Remarks:

- **Candidates should reference posting 23-062 when submitting your application.**
- **If submitting electronically, please reference posting 23-062 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**