

## Program Aide

**Announcement Posted:**

7/16/2025

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

7/26/2025

**Salary Range:**

\$53,413 to \$65,061

**Location:**

Employment and Income Support Programs

40 North Pearl Street

Albany, New York 12243

**Grade:**

13

**# of Positions:**

1

**Candidates Must Meet the Following 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:**

This position will be reporting directly to the Assistant Deputy Commissioner of Employment and Income Support Programs (EISP).

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

- Provide direct administrative support for the Assistant Deputy Commissioner of EISP;
- Serve as a central support for managing Upstate Systems Bureau (USB) tasks and updating documentation;

- Administrative support including processing General Information Systems (GIS) messages and other time sensitive material for local district;
- Provide Client Notice Systems (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 Integrated Eligibility System (IES) transformation.

### **Conditions of Employment:**

A full-time permanent appointment will be made. 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 25-127 when submitting your application.**
- **If submitting electronically, please reference posting 25-127 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.