

Program Aide

Announcement Posted:

08/05/22

Responses must be hand delivered or postmarked by:

08/15/22

Salary Range:

\$46,983 to \$57,231

Location:

Employment and Income Supports Bureau
State Supplement Program
40 North Pearl Street
Albany, NY 12207

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 full-time Program Aide position is located within Employment and Income Support's (EISP) State Supplement Program (SSP) Bureau, in the Policy and Operational Support area.

Duties may include, but not be limited to the following:

- Assisting in creating and maintaining an SSP application documentation guide;
- Testing application fixes and changes before their deployment in production;
- Receiving, tracking, following-up on issues, change requests, and bugs reported by the SSP Bureau and/or ITS, and keeping the communication lines open within the Bureau (both verbally and written);
- Keeping other unit members informed of any possible issues with the application; and
- Attending meetings, taking notes, reporting back on pertinent information.

Conditions of Employment:

You must be a current New York State employee to apply for this position. 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 22-201 when submitting your application.**
- **If submitting electronically, please reference posting 22-201 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**