**Program Aide**

**Announcement Posted:**
08/31/22

**Responses must be hand delivered or postmarked by:**
09/10/22

**Salary Range:**
$48,940 to $61,475

**Location:**
Bureau of Human Resources
40 North Pearl Street
Albany, NY 12207

**Grade:**
13 (Management/Confidential)

**# 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:**
Duties include, but are not limited to:

- Process transactions in payroll systems (HRIS, HCM) each pay period, checking against the control systems (PayServ, NYSTEP), if needed. Work with Human Resource Specialists or the Business Services Center (BSC) to correct discrepancies;

- Ensure employee data in payroll systems are kept accurate and current and matches the control systems;

- Run weekly and monthly PayServ reports and queries, providing necessary reports to OTDA’s Office of Budget, Finance and Data Management and the Bureau of Human Resources;

- Generate and disseminate specialized reports from HRIS and HCM, as needed;

- Generate the Master Reconciliation payroll report in HRIS and conduct any needed HRIS amendments/updates;
• Prepare BHR Quarterly Overtime Plan and track all agency overtime plans;

• Act as backup Service Requestor (SR) for certain computer issues/equipment and attend monthly meetings with primary SR;

• Coordinate employee requests for Personal History Folder (PHF) review and prepare copies of PHF’s, when needed;

• Troubleshoot/answer employee questions regarding NYS Payroll Online, a service which allows employees to view and update their payroll information;

• Process performance evaluations.

**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 22-210 when submitting your application.

• If submitting electronically, please reference posting 22-210 as part of your subject line.

• If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.