

Program Research Specialist 1 (NY HELPS) OR Program Research Specialist Trainee 1 OR Program Research Specialist Trainee 2

Announcement Posted:

04/01/2024

Responses must be hand delivered or postmarked by:

04/15/2024

Salary Range:

\$65,001 to \$82,656 (Program Research Specialist 1); OR
\$49,363 (Program Research Specialist Trainee 1); OR
\$52,198 (Program Research Specialist Trainee 2)

Location:

Division of Budget, Finance and Data Management
Bureau of Financial Services
40 North Pearl Street
Albany, NY 12243

Grade:

18

of Positions:

1

Candidates Must Meet the Following Qualifications:

NY HELPS: This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS).

For the duration of the NY HELPS Program, this title may be filled via a non-competitive appointment, which means no examination is required, but all candidates must meet the non-competitive minimum qualifications for this title. At this time, OTDA may recruit and hire employees by making temporary appointments. In May 2024, if a temporary NY HELPS employee is satisfactorily performing in the position, the appointment will be changed from temporary pending Civil Service Commission Action to permanent non-competitive, and the official probationary period will begin.

At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

NON-COMPETITIVE QUALIFICATIONS

Trainee 1: A bachelor's degree or higher including or supplemented by nine semester credit hours in biostatistics, data analysis, or data modeling, economics, econometrics, mathematics, research methods, or statistics.

Trainee 2: A bachelor's degree or higher including or supplemented by nine semester credit hours in biostatistics, data analysis, or data modeling, economics, econometrics, mathematics, research methods, or statistics, and one year of professional research experience performing the collection, manipulation (e.g., data construction, merging data files, data cleaning, working with data files containing different levels of data) and evaluation of quantitative data.

For the Full Performance Level: A bachelor's degree including or supplemented by nine semester credit hours in biostatistics, data analysis, data modeling, economics, econometrics, mathematics, research methods, or statistics and two years of professional research experience performing the collection, manipulation (e.g., data construction, merging data files, data cleaning, working with data files containing different levels of data) and evaluation of quantitative data directed toward review, analysis, and presentation related to program operations.

A master's degree or higher including or supplemented by nine semester credit hours in biostatistics, data analysis, data modeling, economics, econometrics, mathematics, research methods, or statistics may substitute for one year of experience.

COMPETITIVE 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

55 b/c: This position is eligible for 55b/c appointment, and candidates with 55b/c eligibility are encouraged to apply. To be eligible for a 55b/c appointment, the candidate must be currently enrolled in the Civil Service 55b/c program. Information about the 55b/c program can be found here: [55b/c Recruitment Resources Center \(ny.gov\)](https://www.ny.gov/55b/c).

OR

Reachable on the appropriate eligible list in Albany.

Preferred Experience:

Critical thinking skills, analytical skills, and ability to solve problems independently. Experience in performing quantitative data analysis, program evaluation or reporting using Excel, MS Access, SPSS, SAS or Structured Query Language (SQL)

Duties of Position:

OTDA provides a range of human services programs including cash welfare, housing assistance, nutrition assistance, home energy assistance, and education, training and work readiness programs. The position will be within OTDA's Bureau of Data Management and Analysis. BDMA staff support OTDA's public information, reporting, program performance, budget development and policy analysis functions by analyzing and reporting on caseloads and expenditures, characteristics of program recipients, and projected and actual program outcomes.

Under direction of a Program Research Specialist 4, the incumbent will be engaged in developing, maintaining and analyzing data from various OTDA administrative data systems and other available data sources (such as Census products) using Excel, MS Access, SPSS, SAS or Structured Query Language (SQL).

Specific functional areas assigned will depend on the incumbent's skills and experience and unit needs but will be in the general areas of 1) reporting, 2) ad hoc policy and fiscal analysis, and 3) program performance

evaluation.

Duties will include:

- Working with program and other interested parties to develop analysis approaches and reporting methodologies.
- Conducting analyses using analysis tools listed above to extract data from OTDA's various administrative data systems.
- Producing reports summarizing the results of the analysis.
- Creating new and updating existing process documentation.

Conditions of Employment:

A full-time, permanent or temporary appointment will be made. 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.

Remarks:

- **Candidates should reference posting 24-104 when submitting your application.**
- **If submitting electronically, please reference posting 24-104 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.