

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

**Announcement Posted:**

03/14/24

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

03/24/24

**Salary Range:**

\$63,108 to \$80,248 (Program Research Specialist 1); OR  
\$47,925 (Program Research Specialist Trainee 1); OR  
\$50,678 (Program Research Specialist Trainee 2)

**Location:**

Office of Administrative Hearings  
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-recruitment-resources-center).

### OR

Reachable on the appropriate eligible list in Albany.

### Duties of Position:

The Office of Administrative Hearings (OAH) serves as the independent finder of fact and trier of law for disagreements between recipients/clients and the agencies overseeing entitlement programs. These programs include: Public Assistance, Supplemental Nutrition Assistance Program, State Supplement Program, Child Support Enforcement, Medicaid, Home Energy Assistance, and Homeless Housing.

This is a great opportunity for an individual interested in working with large data sets, identifying outliers and potential problems, and offering ideas to improve operations. Join the team responsible for accurately interpreting data.

The incumbent will be assigned to OAH's Reporting and Performance Management Unit. Under the guidance of supervisory staff members including a New York State career Program Research Specialist, the incumbent will perform various tasks involving data collection and analysis and develop mandated and operational reports, and interpret and report data using various reporting and querying software tools (Cognos, PL/SQL Developer, etc.). Proficiency in Microsoft Excel and Access is required. Duties will include, but not be limited to, the following:

- Develop and issue reports in accordance with federal and state mandated reporting requirements.
- Develop and issue reports in response reporting requests and operational needs.
- Collect and analyze information from available data sources to support OAH operations, including basic

reports of hearings, overdue case reports, and timeliness notifications to assess program effectiveness, identify potential problem areas, trends, program accomplishments, and additional key factors in the hearings system.

- Work closely with ITS staff and operational staff to maintain and enhance reporting and information systems, data infrastructure and reports needed to support operations, data analysis and reporting functions.

## **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 24-073 when submitting your application.**
- **If submitting electronically, please reference posting 24-073 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.