

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

**Announcement Posted:**

3/3/2025

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

3/24/2025

**Salary Range:**

\$65,001 to \$82,656 (Program Research Specialist 1); OR  
\$52,198 (Program Research Specialist Trainee 1); OR  
\$58,247 (Program Research Specialist Trainee 2)

**Location:**

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

**Grade:**

18/NS

**# 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, candidates may be hired via a non-competitive appointment if they meet the below NY HELPS minimum qualifications.

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:**

For Trainee 1 level, 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.

For Trainee 2 level, 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.

Substitution:

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.

Preferred Experience:

Experience in performing quantitative data analysis, program evaluation or statistical reporting using data manipulation and statistical analysis packages (such as Structured Query Language (SQL), SPSS, SAS, MS Access and Excel). Experience working with large administrative data sets is also preferred, as well as working with information technology and operational staff to maintain and enhance the data infrastructure and reports needed to support data analysis and reporting functions.

**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, candidate must be currently enrolled in the Civil Service 55b/c program and must meet the minimum qualifications listed above. Information about the 55b/c program can be found here: [55b/c Recruitment Resources Center \(ny.gov\)](https://www.ny.gov/55b/c).

**COMPETITIVE QUALIFICATIONS:**

Eligible for a lateral transfer or eligible for transfer under Section 52.6 or 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:**

The position will be within OTDA's Bureau of Data Management and Analysis. 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) to support OTDA's public information, reporting, program performance, budget development (fiscal estimation) and policy analysis functions. 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. The primary subject areas are human services program (e.g., cash welfare, nutrition assistance, home energy assistance, welfare to work, etc.) caseloads and expenditures, characteristics of program recipients, and projected and actual program outcomes. The incumbent will be responsible for a) working with program and other interested parties to develop analysis approaches and reporting methodologies, b) using tools listed above to extract data from OTDA's various data systems and arrange the data in ways conducive to analysis and reporting, c) producing reports summarizing the results of the analysis, and d) creating new and updating existing process documentation.

### **Conditions of Employment:**

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. 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 25-042 when submitting your application.**
- **If submitting electronically, please reference posting 25-042 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.