

Program Research Specialist 4

Announcement Posted:

05/16/23

Responses must be hand delivered or postmarked by:

05/26/23

Salary Range:

\$97,826 to \$120,492

Location:

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

Grade:

27

of Positions:

1

Candidates Must Meet the Following Qualifications:

Eligible for a lateral transfer or eligible for a 52.6 transfer by having one year of permanent competitive service in an appropriate title;

View a complete listing of [52.6 transferable titles](#); OR

Reachable on the appropriate eligible list in Albany.

Preferred Experience:

Experience designing and performing quantitative data analysis of a variety human services programs. Strong skills in SQL, Access, SPSS. Experience working with large administrative data sets to design, create and analyze program utilization and outcomes. Experience with managing diverse stakeholders and meeting deadlines. Strong organizational skills.

Duties of Position:

Under direction from the Bureau's director, the incumbent will supervise the Operational and Mandated Reporting Unit containing 3-4 professional staff engaged in developing, maintaining, and analyzing data from various OTDA automated systems and other available data sources (such as Census products) to complete and submit OTDA's mandated federal and state reporting, and to support OTDA's public information, program performance, budget development (fiscal estimation) and policy analysis functions, and directly perform such tasks. The primary analysis areas will be in 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 programmatic outcomes. The incumbent will plan, organize, and direct all reporting, program research, analysis, and evaluation activities of the Unit and

be responsible for a) working with program and other interested parties to develop analysis approaches and reporting methodologies, b) using tools such as statistical analysis packages and query tools to extract data from OTDA's various data systems and arrange the data in ways conducive to analysis and reporting, and c) producing reports summarizing the results of the analysis.

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.

Remarks:

- **Candidates should reference posting 23-099 when submitting your application.**
- **If submitting electronically, please reference posting 23-099 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**