

Project Assistant

Announcement Posted:

05/18/23

Responses must be hand delivered or postmarked by:

05/28/23

Salary Range:

\$61,270 to \$77,912

Location:

Strategic Operations
Commissioner's Office
40 North Pearl Street
Albany, NY 12243

Grade:

NS (equivalent to G-18)

of Positions:

1

Candidates Must Meet the Following Qualifications:

A bachelor's degree, plus one year of experience in: a) designing and implementing information technology (IT) solutions; and/or b) managing projects with multiple stakeholder groups.

Substitutions:

- An associate degree, plus three years of experience in: a) designing and implementing IT solutions; and/or b) managing projects with multiple stakeholder groups.
- Five years of experience in: a) designing and implementing IT solutions; and/or b) managing projects with multiple stakeholder groups.

Experience Substitutions:

- A graduate degree may substitute for the one year of experience.

Preferred Qualifications:

- A bachelor's degree or higher in a human services or information technology field.
- Experience with direct services provision in the human services field

Duties of Position:

The Project Assistant will work with program-specific business owners and inter-agency partners to develop and implement components of the Integrated Eligibility System (IES), an initiative to modernize the State's

health and human services systems. This position will serve as an agency-wide point of contact, helping to ensure timely decision-making and coordination amongst impacted program areas. Duties during the design, development, and implementation phases of IES will include, but will not be limited to:

- Coordinating agency participation in the documentation of existing business systems and processes;
- Coordinating agency participation in the definition, validation, and prioritization of business and functional requirements;
- Coordinating the review, consolidation of responses, and approval of project deliverables;
- Identifying and facilitating any statutory, regulatory, or policy changes necessary to implement IES and achieve business process improvements;
- Participating in the development of systems and training documentation (e.g., policy directives, user manuals, and desk references);
- Coordinating and participating in user acceptance testing and defect resolution; and
- Reporting the status of project activities, including risks and issues, to management.

Conditions of Employment:

A full-time temporary appointment will be made. This position's current end date is 8/31/24, with the possibility of an extension. This position may require occasional travel.

Remarks:

- **Candidates should reference posting 23-105 when submitting your application.**
- **If submitting electronically, please reference posting 23-105 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**