

Project Assistant

Announcement Posted:

05/18/23

Responses must be hand delivered or postmarked by:

05/28/23

Salary Range:

\$54,903 to \$69,882

Location:

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

Grade:

NS (equivalent to G-16)

of Positions:

1

Candidates Must Meet the Following Qualifications:

A bachelor's degree in a human services or information technology field.

Substitutions:

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

Preferred Qualifications:

- One year of experience in: a) designing and implementing information technology (IT) solutions; and/or b) managing projects with multiple stakeholder groups
- Experience with direct services provision in the human services field

Duties of Position:

The Project Assistant will support the coordinator for the fair hearings and reports components of the Integrated Eligibility System (IES), an initiative to modernize the State's health and human services systems. Under the direction of the coordinator, the incumbent will work with internal and external partners to ensure that IES meets the agency's needs upon deployment. Duties during the design, development, and implementation phases of IES will include, but will not be limited to:

- Supporting the documentation of existing business systems and processes;
- Supporting the definition, validation, and prioritization of business and functional requirements;
- Supporting the review, consolidation of responses, and approval of project deliverables;
- Supporting the development of systems and training documentation (e.g., policy directives, user manuals, and desk references);
- Participating in user acceptance testing and defect resolution; and
- Reporting the status of project activities, including risks and issues, to the coordinator.

Conditions of Employment:

A full-time temporary appointment will be made. This temporary position has a current end date of 8/31/24, with the possibility of an extension.

Remarks:

- **Candidates should reference posting 23-101 when submitting your application.**
- **If submitting electronically, please reference posting 23-101 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**