

## Senior Administrative Analyst (NY HELPS)

**Announcement Posted:**

4/30/2025

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

5/10/2025

**Salary Range:**

\$66,951 to \$85,138

**Location:**

Strategic Operations  
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, 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:**

A bachelor's degree and two years of professional experience conducting management and organizational studies to review and revise procedures for new or changing programs, review organizational performance, conduct data analysis, and develop internal controls.

Substitution: Juris Doctor, master's or higher degree in a related field can substitute for one year of specialized experience.

**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 possess a bachelor's degree or higher. Information about the 55b/c program can be found here: [55b/c Recruitment Resources Center \(ny.gov\)](https://careermobilityoffice.cs.ny.gov/cmo/gotit/).

#### 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**

Reachable on the appropriate eligible list in Albany.

#### **Duties of Position:**

Let OTDA make a difference in your career while you make a difference in your community! OTDA helps New Yorkers in need connect with resources and supports that foster financial security and household stability, empowering strong families and communities. The Strategic Operations division of the New York State Office of Temporary and Disability Assistance (OTDA) seeks a dedicated individual with strong project management skills to help guide the implementation of the Integrated Eligibility System (IES), an initiative to integrate and modernize the State's health and human services systems. This Senior Administrative Analyst position will also support project management for non-IES information technology (IT) at OTDA, as well as the redesign of documents used by community members to apply for OTDA benefits and services. Job duties include but are not limited to:

- Serving as the agency-wide OTDA point of contact for IES deliverables that impact multiple areas of system development.
- Overseeing the coordination and approval of NYS Office of Information Technology Services requests for access to OTDA systems and information about those systems for IES purposes.
- Supporting the coordination of the agency's Information Technology Prioritization Board, which is critical to ensuring the agency's IT resources are invested wisely and advance programmatic outcomes.
- Supporting the creation, approval, and tracking of IT investment requests, procurement documentation, and project change requests.
- Participating in system testing and/or coordinating system testing, as needed.
- Supporting the redesign of the inter-agency application, recertification form, and related materials to improve their user-friendliness and alignment with IES, as well as modifications to these documents in compliance with statutory requirements, court orders, and policy changes.

#### **Conditions of Employment:**

A contingent permanent appointment will be made. This position may require occasional travel, up to 10%. 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 25-084 when submitting your application.**
- **If submitting electronically, please reference posting 25-084 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.