

Special Assistant

Announcement Posted:

4/29/2025

Responses must be hand delivered or postmarked by:

5/9/2025

Salary Range:

\$100,845 to \$127,474

Location:

Division of Legal Affairs
40 North Pearl Street
Albany, NY 12243

Grade:

NS (Equated to M-2, Management/Confidential)

of Positions:

1

Candidates Must Meet the Following Qualifications:

A Bachelor's degree and:

- Five years of experience in Information Security or compliance policy and procedures writing;* or
- Five years of experience implementing policies and procedures within an organization.*

*Substitutions: four years of specialized experience or associate's degree and two years of specialized experience may substitute for bachelor's degree; J.D. or master's degree may substitute for one year of specialized experience; Ph.D. may substitute for two years of specialized experience.

Preferred qualifications:

- A bachelor's degree with emphasis on writing or Information Technology.
- A pre-existing knowledge of OTDA business processes.

Working for New York State:

**THE NEW YORK STATE OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE (OTDA) IS
LOOKING FOR APPLICANTS WHO ARE SEEKING A REWARDING CAREER.**

OTDA is recognized as a national leader in the field of Human Services and innovative social welfare programs. OTDA is responsible for supervising programs that provide assistance and support to eligible families and individuals.

OTDA's functions include providing temporary assistance to help pay for expenses; providing assistance to purchase food; helping to meet home energy needs; overseeing NYS's child support services; determining certain aspects of eligibility for Social Security Disability benefits; administering programs to help address homelessness in NYS; overseeing publicly funded shelters for families and adults; and implementing services for refugees.

As a New York State employee, you are afforded great fringe benefits totaling in excess of 60% of your salary. Our comprehensive package includes:

- Health care coverage with provisions for hospitalization, medical/surgical coverage, prescription drug benefits, dental, and vision;
- Generous vacation, personal, and sick leave benefits;
- Up to thirteen paid holidays per calendar year;
- Pre-Tax Health Care;
- Voluntary enrollment in deferred compensation plans;
- Access to financial assistance for further career-related study;
- Membership in the New York State Retirement System.

Duties of Position:

Reporting directly to a Deputy Counsel in the Division of Legal Affairs (DLA), the Special Assistant will be responsible for developing Office of Temporary and Disability Assistance (OTDA) specific policies on information technology and security, updating those policies, and managing effective implementation of them. The role requires strong communication skills, specialized information technology knowledge, the ability to work independently, and the ability to stay abreast of ever-evolving technology, as well as experience and proficiency in policy development in State government. In addition to managing OTDA information security policy delivery, the requires responding to necessary technological tasks associated with agency litigation and audits. The Special Assistant will also assist in performing key functions associated with the OTDA information security and information technology solutions, including: developing, monitoring and modifying business rules; triaging reportable incidents and breaches; and assist in the development of training.

The incumbent for this position will be required to:

- Provide Litigation support, including liaising with all OTDA Program Areas, OTDA's Director of Litigation, and the Office of Information Technology Services Legal Technologies Team to ensure all required data collection and preservation is completed per OTDA's legal and compliance obligations;
- Develop and/or update OTDA Information Security and Information Technology Policies and other related agency directives and Documentation (forms, guides, bulletins, etc.)

needed to educate users and assure appropriate and effective dissemination and implementation of agency information security, confidentiality, and compliance policies, similar to those created by the New York State Office of Information Technology Services (ITS) and the Chief Information Security Office (CISO);

- Write clear, accurate and concise OTDA Information Security and Information Technology Policies and other related agency directives and Documentation (forms, guides, bulletins, etc.) meeting agency needs, including the development of mitigation strategies;
- Analyze information from a variety of sources, including existing data sharing agreements, applicable law, written communications, policies, guidelines, and interviews with subject matter experts.
- Provide Quality Assurance (QA) review for OTDA Information Security and Information Technology Policies and other related agency directives and Documentation;
- Prepare presentations explaining project status and documentation for high level staff in the agency and Local Social Service Districts, as necessary;
- Perform NY.GOV user account management for OTDA;
- Act as a Participating Organization Directory Services Administrator for the agency;
- Act as SharePoint site administrator for OTDA Division of Legal Affairs SharePoint sites;
- Perform maintenance and upkeep of the DLA Information Security Office intranet webpages; and
- Participate in meetings attended by agency management, users and ITS staff, as necessary, to discuss specific proposed policy issues and resolutions.

Conditions of Employment:

A full-time exempt appointment will be made. A background check of the selected candidate will be required. 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 25-082 when submitting your application.**
- **If submitting electronically, please reference posting 25-082 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.