

**Temporary Assistance Specialist 1 OR
Temporary Assistance Specialist Trainee 1 OR
Temporary Assistance Specialist Trainee 2**

Announcement Posted:

03/16/23

Responses must be hand delivered or postmarked by:

03/26/23

Salary Range:

\$61,270 to \$77,912 (Temporary Assistance Specialist 1); **OR**
\$46,529 (Temporary Assistance Specialist Trainee 1); **OR**
\$49,202 (Temporary Assistance Specialist Trainee 2)

Location:

Employment and Income Support Programs
40 North Pearl Street
Albany, NY 12243

Grade:

18/NS

of Positions:

1

Candidates Must Meet the Following Qualifications:

Temporary Assistance Specialist 1 (SG-18):

Eligible for a lateral transfer or eligible for a 70.1 transfer by having one year of permanent competitive service in an appropriate title;

View a complete listing of [70.1 transferable titles](#); **OR**

Temporary Assistance Specialist Trainee 1 (NS=SG-13):

Eligible for a lateral transfer or eligible for a 70.1 transfer by having one year of permanent competitive service in an appropriate title;

View a complete listing of [70.1 transferable titles](#); **OR**

Temporary Assistance Specialist Trainee 2 (NS=SG-14):

Eligible for a lateral transfer or eligible for a 70.1 transfer by having one year of permanent competitive service in an appropriate title;

View a complete listing of [70.1 transferable titles](#); **OR**

Reachable on the appropriate eligible list in Albany.

Duties of Position:

This position is located within the Upstate Systems Bureau (USB), in the Employment and Income Support Programs (EISP) area. This position will be supervised by a Temporary Assistance Specialist 2, grade 23.

A summary of the primary activities the Temporary Assistance Specialist 1 G-18 will be performing include, but are not limited to:

- Analyze systems requests received from policy areas;
- Develop requirements under the supervision of a grade 23;
- Provide requirements to Information Technology Services (ITS) via the Workload Management (WLM) process;
- Review ITS programming;
- User test the change;
- Update manuals and other documentation as required; and
- Assist with other tasks as needed, including, but not limited to: gaining knowledge of USB systems, attend meetings, and provide support for the Integrated Eligibility System (IES) transformation.

Conditions of Employment:

A full-time contingent-permanent appointment will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. This position may require up to 30% travel.

Remarks:

- **Candidates should reference posting 23-061 when submitting your application.**
- **If submitting electronically, please reference posting 23-061 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**
- **This position meets the criteria for appointment under 55-b and 55-c of Civil Service Law.**
- **Veterans may be entitled to additional compensation if this position is filled via a traineeship. Applicants should identify themselves as a Veteran if this applies to you.**