Temporary Assistance Specialist 1 (SG-18); OR
Temporary Assistance Specialist Trainee 1 (NS=SG-13); OR
Temporary Assistance Specialist Trainee 2 (NS=SG-14)

Announcement Posted:
07/05/2022

Responses must be hand delivered or postmarked by:
07/15/2022

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
Employment and Advancement Services
40 North Pearl Street
Albany, NY 12243

Grade:
18/NS

# of Positions:
4

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:

These four (4) Temporary Assistance Specialist 1 G-18 positions are located in the Employment and Advancement Services (EAS) Bureau within the Employment and Income Support Programs (EISP) area. These positions will have supervisory support from a Temporary Assistance Specialist 2, G-23.

A summary of the primary activities the incumbents will be performing include, but will not be limited to:

- Provide ongoing employment policy support for Temporary Assistance (TA), Supplemental Nutrition Assistance Program (SNAP) and Workforce Innovation and Opportunity Act (WIOA) programs by reviewing, analyzing and interpreting federal and State regulations. Assisting in the preparation of responses to federal and other outside inquiries related to TA and SNAP employment policies and programs. Preparing policy documents, training materials, improved monitoring documents, and other instructional materials for local districts and other local workforce providers including contractors;

- Assist in developing recommendations regarding OTDA positions on external proposals and recommendations for agency policy guidance;

- Respond to policy questions from district staff and providing guidance on operational issues including; but not limited to, local procedures governing employment disability determinations, client assessments and employability plans, development and use of work activities and data reporting;

- Perform remote and on-site monitoring of contractors and districts to ensure services are being delivered as expected and are consistent with agency priorities and program/policy guidelines. Prepare reports, identify deficiencies and work with districts on corrective actions, including training, as necessary;

- Support district employment operations through the provision of technical assistance including sharing of best practices, operational recommendations, and facilitation of regional meetings for district employment staff;

- The position requires travel to off-site meetings and to social services districts. The incumbent may also provide day-to-day coverage for Employment Services Advisor activities for some counties within an assigned region;

- Work in conjunction with agency partners to assist in the preparation, review, data entry, and quarterly submission of the TA federal reporting forms. Review work activity reporting to ensure case record documentation supports the reported results. Maintain appropriate documentation to support the quarterly reporting submissions; and

- Assist with completing special projects and the work associated with other Bureau activities as needed.

Conditions of Employment:

Full-time contingent-permanent appointments will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. These positions require up to 30% travel.

Remarks:

- Candidates should reference posting 22-172 when submitting your application.
- If submitting electronically, please reference posting 22-172 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.