

## Temporary Assistance Specialist 1 (NY HELPS) OR Temporary Assistance Specialist Trainee 1 OR Temporary Assistance Specialist Trainee 2

**Announcement Posted:**

11/12/2024

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

11/22/2024

**Salary Range:**

\$65,001 to \$82,656 (Temporary Assistance Specialist 1); OR  
\$52,198 (Temporary Assistance Specialist Trainee 1); OR  
\$58,247 (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:**

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:**

For Trainee 1 level, you must have a bachelor's or higher degree.

For Trainee 2 Level, you must have a bachelor's or higher degree; AND one year of professional experience performing one or more of the following:

- Administering temporary assistance programs\* and initiatives to assess applicant/recipient needs, determine eligibility and/or provide services or benefits to low-income individuals or families. Such initiatives may include, but are not limited to, the development of systems applications for determining eligibility and benefit levels for temporary assistance programs;
- Planning, implementing, assessing, monitoring and/or evaluating programs to deliver effective temporary assistance and/or workforce development/training programs to unemployed, underemployed, low income or disabled individuals;
- Managing contracts and related budgets for workforce development/training and/or temporary assistance programs, including contract development, negotiation and execution, and fiscal management, monitoring or program review; and
- Planning, developing, managing, or administering programs that provide care and service to adults, children, and/or families in need of assistance, including childcare, foster care, medical assistance and adult residential care, aid to the refugee and/or immigrant population, or child and adult protective care.

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

For the Full Performance Level, you must have a bachelor's or higher degree; AND two years of professional experience performing one or more of the following:

- Administering temporary assistance programs\* and initiatives to assess applicant/recipient needs, determine eligibility and/or provide services or benefits to low-income individuals or families. Such initiatives may include, but are not limited to, the development of systems applications for determining eligibility and benefit levels for temporary assistance programs;
- Planning, implementing, assessing, monitoring and/or evaluating programs to deliver effective temporary assistance and/or workforce development/training programs to unemployed, underemployed, low income or disabled individuals;
- Managing contracts and related budgets for workforce development/training and/or temporary assistance programs, including contract development, negotiation and execution, and fiscal management, monitoring or program review; and
- Planning, developing, managing, or administering programs that provide care and service to adults, children, and/or families in need of assistance, including childcare, foster care, medical assistance and adult residential care, aid to the refugee and/or immigrant population, or child and adult protective care.

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

**Note:** Experience limited to clerical screening of applications, data entry, distribution of forms/brochures to prospective social services applicants, administrative duties in support of temporary assistance programs and any function in which the major responsibility of the position does NOT entail the direct planning, oversight, or provision of assistance is not considered qualifying. In addition, experience in staff development activities internal to an organization or auditing of

employment and training programs, is NOT qualifying experience for this examination.

\*Temporary Assistance Programs are: Family Assistance (FA), Jobs Program, Safety Net Assistance, Supplemental Security Income (SSI), SSI State Supplement Program, Emergency Assistance to Families or Adults (EAF,EAA), Supplemental Nutrition Assistance Program (SNAP, formerly known as Food Stamps), Employment Services for Recipients of Public Assistance or SNAP, Energy Assistance, Low Income Housing Water Assistance Program (LIHWAP), Emergency Rental Assistance Program/Landlord Rental Assistance Program (ERAP/LRAP, Pandemic Electronic Benefit Transfer Benefits (P-EBT), Summer Electronic Benefit Transfer Benefits (Summer EBT), and Medicaid.

**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 must meet the minimum qualifications listed above. Information about the 55b/c program can be found here: [55b/c Recruitment Resources Center \(ny.gov\)](https://www.careermobilityoffice.ny.gov/55b/c).

**COMPETITIVE QUALIFICATIONS:**

Eligible for a lateral transfer or eligible for transfer under Section 70.1 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:**

This Temporary Assistance Specialist 1 G-18 position is located in the Employment and Advancement Services (EAS) Bureau within the Employment and Income Support Programs (EISP) area. The position will have supervisory support from a Temporary Assistance Specialist 2, G-23.

Duties include, but are not limited to, the following:

- 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 the Office of Temporary and Disability Assistance (OTDA) positions on external proposals and recommendations for agency policy guidance;
- Provide day-to-day technical assistance as an Employment Services Advisor for assigned counties. This includes: responding 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; and
- Assist with completing special projects and the work associated with other Bureau activities as needed.

### **Conditions of Employment:**

A full-time permanent or contingent-permanent appointment will be made. This position requires up to 30% travel to off-site meetings and to social services districts. 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 24-268 when submitting your application.**
- **If submitting electronically, please reference posting 24-268 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.