Temporary Assistance Specialist 1; OR
Temporary Assistance Specialist Trainee 1; OR
Temporary Assistance Specialist Trainee 2

Announcement Posted:
12/08/22

Responses must be hand delivered or postmarked by:
12/18/22

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:
2

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 positions are located within the Employment and Advancement Services Bureau (EAS) within the Division of Employment and Income Support Programs (EISP). These positions will be supervised by a Temporary Assistance Specialist II, G-23.

A summary of the primary activities the (2) Temporary Assistance Specialist I G-18s will be performing may include, but not be limited to:

- Act as the assigned Employment Services Advisor (ESA) for your assigned upstate districts;
- Inform local social services districts about Temporary Assistance for Needy Families (TANF), Safety Net and Supplemental Nutrition Assistance Program (SNAP) work requirements, policies and procedures via telephone, in-person and virtual field visits and written correspondence;
- Submit timely field visit reports detailing the information discussed with the district during the field visit, any information the district shared with the ESA and any additional follow-up or information provided to the district post-visit in response to a question or issue that was identified during the visit;
- Complete Employment Policy Reviews and Corrective Action Plan Follow-up reviews for your assigned districts or other districts as requested by supervisory staff. Provide districts technical advice, guidance, and resources/information to assist them in addressing the findings identified during their review;
- In coordination with appropriate central office staff, provide local district staff and other providers with policy interpretation and answers to technical questions;
- Federal Sample Reporting Process;
- Assist in the preparation, review, data entry and quarterly submission of the Temporary Assistance for Needy Families (TANF) Administration for Children and Families reporting forms - ACF-199 and ACF-209;
- Review upstate work activity reporting to ensure case record documentation supports the number of activity hours reported for the sample month. Maintain appropriate documentation to support the quarterly reporting submissions;
- Work Verification reviews and Local Departments of Social Services (LDSS) self-audits results;
- Assist with the tracking and monitoring of work verification review results by compiling a quarterly report of common findings statewide to be shared and discussed during local district regional meetings;
- Participate in work verification review discussions with local districts, their assigned Employment Services Advisor, Human Resources Administration (HRA) staff, and Audit and Quality Improvement (A&QI) staff;
- Assist in the scheduling and coordination of local district regional meetings in conjunction with other Bureau Staff;
- Coordinate the scheduling and development of the regional meeting agenda with the ESAs for assigned to districts in that region;
- In conjunction with the other ESAs in attendance, assist in the timely completion of the Regional Meeting Field Visit Report;
- Share and discuss common Work Verification Review and LDSS-Self Audit findings. Offer technical advice on how to correct the issues identified; and
• Assist with completing 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 will require up to 50% travel to off-site meetings and to social services districts.

**Remarks:**

• Candidates should reference posting 22-294 when submitting your application.
• If submitting electronically, please reference posting 22-294 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.