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:
12/14/22

Responses must be hand delivered or postmarked by:
12/24/22

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:
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:

The position is located within the Temporary Assistance (TA) Bureau, in Employment and Income Support Programs (EISP). These positions will be supervised by Temporary Assistance Specialist 2s.

New staff members will have a lead responsibility, as follows:

- Temporary Assistance for Needy Families (TANF) and Safety Net Assistance (SNA) reviews within the TA bureau and will be responsible for tracking, coordinating, and modifying the process for both types of reviews;
- Shelter supplements, including the NYC Family Homelessness and Eviction Prevention Supplement (FHEPS) program monitoring and oversight and the $100 million rental assistance program implementation, review and oversight;
- Pandemic Emergency Assistance Fund (PEAF) implementation, oversight, and administrative reviews; and;
- Child Support policy.

The staff will also assist in the state supervision and administration of all TA program performing tasks including, but not limited to:

- Conduct on site reviews and produce monitoring reports of local district TA operations;
- Provide technical and program support to local districts, this includes on site assistance;
- Oversee the federal Income Eligibility Verification System (IEVS) requirement to ensure state compliance with federal corrective action agreements and penalty avoidance;
- Oversee domestic violence and drug/alcohol polices and responsibilities;
- Time limit tracking policies;
- Temporary Housing Assistance policies;
- Rental supplement applications;
- Client Notice System (CNS) simplification lean;
- Underpayment/Overpayment policies;
- Providing TA program information for the Integrated Eligibility Systems (IES) project;
- TANF State Plan and TANF Annual Report development and processing;
- Legislation implementation and regulation development and promulgation;
- Prepare written correspondence;
- Participate in the development and delivery of training materials and other presentations;
- Act as a liaison to local districts;
- Participate in the development of TA policy and procedures; and
- Assist in other projects, such as litigation or legislation implementation, as assigned.
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. These positions do include 30% travel to off-site meetings and to local districts and this position will require a background check to work in the IEVS room.

Please be advised that all hires or transfers into this position must submit to mandatory fingerprinting and an associated background investigation, including state and national criminal history record checks, as well as a check with local law enforcement agencies where the applicant has lived, worked, and/or attended school within the last 5 years for any identified arrests, to ensure suitability for employment and/or continued employment. Candidates will not be required to pay the fees associated with mandatory fingerprinting. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment. Please note that the selected candidate, should they continue to have access to Federal Tax Information (FTI), must submit to a mandatory reinvestigation every five (5) years.

Remarks:

- Candidates should reference posting 22-308 when submitting your application.
- If submitting electronically, please reference posting 22-308 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.