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

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

A summary of this position will include, but not limited to:

- Understanding the USB systems - Welfare Management System (WMS), MyBenefits/MyWorkspace, Welfare to Work, Imaging/Electronic Document Repository (IEDR), Automated Budget and Eligibility Logic (ABEL), Client Notice System (CNS), Intelligent Auto-fill Forms (IAF);

- Development and revisions of EISP forms, CNS language and codes, and laser letters;

- Updating the CNS manual;

- Collaboration with Policy Units to gather requirements for forms and CNS changes;

- Collaboration with Information Technology Services (ITS), Translation Services, and Bureau of Management Services (BMS);

- CNS and WMS testing;

- Interfacing with MyBenefits, IAF, and other systems and platforms; and

- Other duties 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.

Remarks:

- Candidates should reference posting 22-306 when submitting your application.
- If submitting electronically, please reference posting 22-306 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.