

**Temporary Assistance Specialist 1 (NY HELPS); OR
Temporary Assistance Specialist Trainee 1; OR
Temporary Assistance Specialist Trainee 2**

Announcement Posted:

4/11/2025

Responses must be hand delivered or postmarked by:

4/21/2025

Salary Range:

\$66,951 to \$85,138 (Temporary Assistance Specialist 1); OR
\$53,764 (Temporary Assistance Specialist Trainee 1); OR
\$59,994 (Temporary Assistance Specialist Trainee 2)

Location:

Employment and Income Support Programs
40 North Pearl Street
Albany, NY 12243

Grade:

18/NS

of Positions:

4

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.

*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 \(ny.gov\)](#).

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/cmogotit/>.

OR

Reachable on the appropriate eligible list in Albany.

Duties of Position:

The Temporary Assistance Specialist 1 (TAS1) G-18 positions, will be located within the Division of Employment and Income Support Programs (EISP), fully supporting the Supplemental Nutrition Assistance Program (SNAP), SNAP Outreach and Education (SNAP-ED) and/or Summer EBT (S-EBT) programs.

Duties may include but are not limited to the following:

- Obtain a thorough understanding of SNAP, SNAP-Ed, and/or S-EBT eligibility criteria, program rules and federal and state requirements;
- Review, analyze and develop policies and procedures for assigned program areas;
- Participate in the development and delivery of training materials and other presentations;
- Serve as a liaison to local districts and/or contractors, and provide technical assistance and instruction on policy guidance and related procedures;
- Assist with monitoring program operations; analyze operational and outcome data;
- Contribute to the preparation of Federal and State plans, reports, corrective action plans, audits, and waiver requests as needed;
- Conduct SNAP/SNAP-Ed program management reviews; monitor local district and/or contractor operations as required, ensuring compliance with federal and state requirements. Prepare reports, identify deficiencies and work with districts on corrective actions, including training, as necessary;
- Assist in the development and management of SNAP-related contracts and programs, including developing program plans, reviewing and approving vouchers to ensure claims are in line with program goals and allowable expenditures; develop, issue and review Requests for Proposals (RFPs); work with Legal, Budget and Contract staff as needed;
- Supervise one to two staff in a traineeship role; provide guidance and answers to questions;
- Provide elevated review and response to written and oral requests from contractors, local districts, benefit recipients, legislators and other sources with professionalism and accuracy;

- Ensure accurate and complete processing of Summer EBT program documents, such as applications, client verification documentation, and appeal requests;
- Complete other special projects and SNAP related initiatives as assigned.

Conditions of Employment:

Full-time permanent or contingent-permanent appointments will be made. These positions require up to 30% travel to off-site meetings and to social services districts. These positions will require a background check. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title.

Your resume must indicate how you meet the minimum qualifications for these positions. 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 25-065 when submitting your application.**
- **If submitting electronically, please reference posting 25-065 as part of your subject line.**
- **If you are interested in applying to these positions, 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.