

Temporary Assistance Specialist 2

Announcement Posted:

07/26/24

Responses must be hand delivered or postmarked by:

08/05/24

Salary Range:

\$84,156 to \$106,454

Location:

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

Grade:

23

of Positions:

1

Candidates Must Meet the Following 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:

This Temporary Assistance Specialist 2, G-23 (TAS2) vacancy is located in the Upstate Systems Bureau (USB) within the Employment and Income Support Programs area (EISP). USB provides essential systems support for the agency's core mission and the EISP program areas. This position will receive supervisory support from a Temporary Assistance Specialist 3, G-27.

Duties include, but are not limited to the following:

- Act as a first level supervisor in USB's Open Systems Unit;
- Analyze systems requests;
- Write systems requirements for Information Technology Services (ITS);
- User test for all changes;

- Update manuals, forms and other documents;
- Address backlog of requests for the myBenefits/myWorkspace system;
- Coordinate Integrated Eligibility System (IES) related projects;
- Assist the Director and Bureau Chiefs with additional tasks as assigned;
- Supervise and perform administrative tasks related to supervision for a minimum of two grade 18 staff;
- Manage and track work in accordance with bureau and division priorities;
- Provide technical assistance to local districts, either remotely or on site;
- Assist other bureaus as needed, including participation in on site monitoring reviews; and
- Attend off site meetings, trainings, and conferences.

Conditions of Employment:

A full-time, permanent appointment will be made. This position may require up to 30% travel, including travel to New York City. 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.

Remarks:

- **Candidates should reference posting 24-188 when submitting your application.**
- **If submitting electronically, please reference posting 24-188 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.