Temporary Assistance Specialist 2

Announcement Posted:
12/12/22

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

Salary Range:
$79,325 to $100,342

Location:
Employment and Income Support Programs
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 a 70.1 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 will be located in the Employment and Advancement Services Bureau (EAS) within the Division of Employment and Income Support Programs (EISP). This position would be supervised by a Grade 27, Temporary Assistance Specialist 3.

A summary of the primary activities the Temporary Assistance Specialist 2 G-23 will be performing include, but not be limited to:

• Serve as the supervisor of a new unit within EAS that will be responsible for reviewing new and existing public facing forms, notices and other documents developed by OTDA Divisions and applying plain language and behavioral science strategies. The goal is to guide agency notice/form improvement by creating documents that are simplified, streamlined and client oriented to encourage benefit receipt and engagement;

• Conduct regular research and keep current on best practices, interventions and evidenced based approaches to developing simplified client facing documents;

• Maintain strong working knowledge of accessibility rules/conventions, legal requirements for document/notices/mailings, etc. and apply an equity lens to work products;
• Oversee the staff activities of at least 2 G-18 Temporary Assistance Specialist 1 positions to support document design, revisions, and implementation. Provide supervision, training, and direction to team members in a manner that permits staff to produce quality products;

• Coordinate with EISP Bureaus and other program Divisions within OTDA on the development and revision of documents. This also includes support Bureaus such as systems, Integrated Eligibility Systems (IES) and translation, etc. Coordination is also necessary with Bureau of Data Management & Analysis (BDMA) regarding potential evaluation of certain interventions;

• Provide policy support and analysis on Temporary Assistance, Supplemental Nutrition Assistance Program (SNAP) and Workforce Improvement & Opportunity Act (WIOA) Employment matters. Prepare informational materials for employment programs for distribution to social services districts and others and prepares policy recommendations for Temporary Assistance, SNAP and WIOA work programs, including updates to the Employment Policy Manual; and

• Assist with completing other work associated with Bureau activities and special projects as needed.

Conditions of Employment:
You must be a current New York State employee to apply for this position. 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. The position requires 30% travel to off-site meetings and to social services districts.

Remarks:
• Candidates should reference posting 22-297 when submitting your application.
• If submitting electronically, please reference posting 22-297 as part of your subject line.
• If you are interested in applying to this position, please visit how to apply for applicant instructions.