

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
Home Energy Assistance Program
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 position is located within the Home Energy Assistance Program (HEAP) Bureau in Employment and Income Support Programs (EISP). Supervise 2-3 Grade 18 Temporary Assistance Specialist 1s. Duties of the position will include, but are not be limited to the following:

- Conduct on-site reviews and produce monitoring reports of local district HEAP operations;
- Provide technical, program support and on-site assistance to local districts, including NYC. Frequent travel to NYC may be required;
- 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 HEAP policy and procedures;
- Provide data analysis of HEAP program spending and take-up usage. Preparation of Federal and State reports;
- Monitor Low Income Home Energy Assistance Program (LIHEAP) Block Grant funding; and
- Assist in other projects, including but not limited to, vendor agreement oversight, cooling component monitoring or heating equipment repair and replacement oversight, as assigned.

Conditions of Employment:

A full-time, contingent-permanent or permanent appointment will be made. 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 24-187 when submitting your application.**
- **If submitting electronically, please reference posting 24-187 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.