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 is 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 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 a supervisor in the EAS Employment Policy Unit and oversee staff activities of at least 2 G-18 Temporary Assistance Specialist 1 positions (Employment Services Advisors) who are central office based. Provide supervision and direction to team members in a manner that permits staff to provide effective technical assistance. Tracks staff schedules and reports for Central office;

- Prepare informational materials for employment programs for distribution to social services districts and others and prepares policy recommendations for Temporary Assistance, the Supplemental Nutrition Assistance Program (SNAP) and the Workforce Innovation and Opportunities Act (WIOA) work programs, including updates to the Employment Policy Manual. Prepares informational material in
response to federal audits;

- Provide Employment Services Advisors, social services districts and others with policy guidance and answers to technical questions regarding Temporary Assistance, SNAP and WIOA work programs;

- Review employment policy proposals and procedures developed by sources outside of the Bureau, including federal agencies and Congress, other State agencies, State Legislative members and social services districts and provides recommendations on policy position;

- Serve as the Training Liaison with Training and Staff Development and the Professional Development Program for EAS related trainings. Reviews and coordinates training projects including recommendations on training contract deliverables, participation in the development and review of temporary assistance and SNAP training curricula;

- Assist with the coordination of policy and procedure reviews of district employment programs and assists with providing policy support to OTDA's Counsel office on agency related litigation;

- Act as an Employment Services Advisor for local department of social services districts; and

- Assist with completing the work associated with other Bureau activities 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 22-296 when submitting your application.
- If submitting electronically, please reference posting 22-296 as part of your subject line.
- If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.