

Temporary Assistance Specialist 3

Announcement Posted:

4/25/2025

Responses must be hand delivered or postmarked by:

5/5/2025

Salary Range:

\$106,898 to \$131,665

Location:

Employment and Income Support Programs

40 North Pearl Street

Albany, NY 12243

Grade:

27

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/cmo/gotit/>.

OR

Reachable on the appropriate eligible list in Albany.

Duties of Position:

The full-time Temporary Assistance Specialist 3, G-27 position is located within the Division of Employment and Income Support Programs (EISP) Temporary Assistance (TA) Bureau. This position will report to the Director of the TA Bureau and support the agency's administration and oversight of the Family Assistance, Safety Net Assistance, Emergency Safety Net Assistance, Emergency Assistance to Families, and Emergency Assistance to Adults programs.

Duties include, but are not limited to the following:

- Work with multiple bureaus and divisions within OTDA, including Budget, Finance and Data

Management; Audit and Quality Improvement, Office of Administrative Hearings, Upstate Systems Bureau, Metro Systems Bureau, System Development and Innovation, Employment and Advancement Services, Supplemental Nutrition Assistance Program, Home Energy Assistance Program, Training and Staff Development, Housing and Refugee Services, Shelter Oversight and Compliance, Child Support Services, and Legal Affairs;

- Rapidly and comprehensively analyze proposed State and federal legislation, regulations and policy making recommendations for the impact of such proposals;
- Lead work on litigation, working closely with the Division of Legal Affairs, ensuring that all matters pertaining to litigation are in complete alignment with TA related laws, regulations, and policies, and providing assessments of the potential implementation impacts of settlements and orders to OTDA and to districts;
- Develop and defend TA policy in both overarching TA policy as well as multiple specialized subject areas, potentially including, but not limited to: TA/ Child Support, Domestic Violence, Homelessness and Mental Health/ Substance use Disorders, and Non-Citizens;
- Maintain and expand in-depth knowledge of all facets of TA policy and processes;
- Represent TA when working with other OTDA bureaus and Divisions, local districts, community partners, State agencies and federal partners;
- Supervise a bureau of up to 27 staff and manage hiring, on-boarding, and training of new employees. Ensure consistent workflows, communications, and office/ phone coverage;
- Directly supervise 2-4 Grade 23s or Special Project Assistants equated to Grade 23, providing extensive expertise on policy nuances of assignments;
- Provide oversight of complex policy areas and ensure timelines are met for varied and numerous fast-paced projects;
- In addition to regularly scheduled in-person days, provide on-site support from 9-5 as needed to ensure that critical calls and issues, ranging from Governor's Office inquiries to addressing the emergency and immediate needs of homeless individuals in crisis, are addressed comprehensively and rapidly;
- Provide robust on-site support to local districts, including New York City, via site visits, trainings, meetings, and reviews;
- Oversee and ensure compliance with all requirements pertaining to the Income Eligibility Verification System (IEVS) by supervising all elements of IEVS staffing and protocols in addition to managing the IRS IEVS audit, as failure to comply with these IRS TANF requirements could result in New York losing 2%-4% of its entire TANF Block Grant;
- Manage multiple projects, develop and implement performance measures and monitor projects to evaluate program quality and effectiveness;
- Develop risk assessments with all stakeholders, so that vulnerabilities are quickly identified, and mitigation strategies rapidly implemented;
- Report out to OTDA Executive staff and stakeholders, including the Governor's Office and

Division of Budget, on specialized aspects of TA as needed;

- Ensure OTDA is compliant with all State and Federal statutory program requirements; and
- Assist and supervise other projects, as assigned.

Conditions of Employment:

A full-time, contingent-permanent appointment will be made. You must be a current New York State employee to apply for this position. This position may require up to 30% travel to off-site meetings and local districts, including on-site reviews that may require extended stays. 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.

Please be advised that all hires or transfers into these positions must submit to mandatory fingerprinting and an associated background investigation, including state and national criminal history record checks, as well as a check with local law enforcement agencies where the applicant has lived, worked, and/or attended school within the last 5 years for any identified arrests, to ensure suitability for employment and/or continued employment. Candidates will not be required to pay the fees associated with mandatory fingerprinting. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment. Please note that the selected candidate, should they continue to have access to Federal Tax Information (FTI), must submit to a mandatory reinvestigation every five (5) years.

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.

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 25-076 when submitting your application.**
- **If submitting electronically, please reference posting 25-076 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.