

**Training Specialist 1 (NY HELPS); OR
Training Specialist Trainee 1; OR
Training Specialist Trainee 2**

Announcement Posted:

1/8/2025

Responses must be hand delivered or postmarked by:

1/18/2025

Salary Range:

\$65,001 to \$82,656 (Training Specialist 1); OR
\$52,198 (Training Specialist Trainee 1); OR
\$58,247 (Training Specialist Trainee 2)

Location:

Bureau of Training and Staff Development
40 North Pearl Street
Albany, NY 12243

Grade:

18/NS

of Positions:

1

Candidates Must Meet the Following Qualifications:

NY HELPS: This title is part of the New York Hiring for Emergency Limited Placement Statewide program (NY HELPS). For the duration of the NY HELPS Program, candidates may be hired via a non-competitive appointment if they meet the below NY HELPS minimum qualifications.

At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

NON-COMPETITIVE QUALIFICATIONS:

For Trainee 1 level, you must have a bachelor's or higher degree.

For Trainee 2 level, you must have a bachelor's degree and one year of professional experience developing and presenting training programs to improve the on-the-job knowledge, skills, and abilities

of employees to enable them to carry out an agency's mission.

Substitution: a Juris Doctor, master's or higher degree in a related field can substitute for one year of specialized experience.

For the Full Performance Level, you must have a bachelor's degree and two years of professional experience developing and presenting training programs to improve the on-the-job knowledge, skills, and abilities of employees to enable them to carry out an agency's mission.

Substitution: a Juris Doctor, master's or higher degree in a related field can substitute for one year of specialized experience.

The following experience is preferred for this position, but not required:

- Understanding and knowledge of adult learning principles.
- Experience with project management or managing contracts; including with budgeting, voucher reviews, and oversight of milestone completion.
- This position does not require the delivery of training, but experience designing curriculum and/or delivery training programs is preferred.

OR

55 B/C: This position is eligible for 55b/c appointment, and candidates with 55b/c eligibility are encouraged to apply. To be eligible for a 55b/c appointment, candidate must be currently enrolled in the Civil Service 55b/c program and must meet the minimum qualifications listed above. Information about the 55b/c program can be found here: [55b/c Recruitment Resources Center \(ny.gov\)](https://www.ny.gov/55b/c-recruitment-resources-center).

COMPETITIVE QUALIFICATIONS:

Eligible for a lateral transfer or eligible for transfer under Section 70.1 and 52.6 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:

This position requires project management of assigned training contracts. No direct delivery of training is required for the position.

Duties of this position include, but are not limited to, the following:

- Supervise the administration of assigned Training Contracts in the Training Plan; including all activities associated with the development, review, approval and monitoring of training work plans. Ensure activities are completed in accordance with established bureau policies and procedures;
- Manage training work plans in accordance with bureau procedures, and meet regularly with

stakeholders to ensure deliverables are completed timely and up to standards;

- Contract management of assigned training projects covering the Office of Temporary and Disability Assistance (OTDA) Division program areas; negotiation and monitoring of contract deliverables and quality;
- Managing training programs through the review of curricula, video scripts, web modules, and other materials; on-site course monitoring and site visits as necessary; communicating with training providers and program areas to address revisions and changes to curricula and web modules; and, review of quarterly reports and claims in a timely manner;
- Project management of special projects associated with initiatives for targeted OTDA Divisions, Offices, and work units;
- Approve training proposals by completing thorough reviews, and working closely with program areas and internal reviewers; and
- Oversee the design, development and delivery of training programs as assigned. Programs may be delivered virtually or in-person, and may include asynchronous course design.

Conditions of Employment:

A full-time 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.

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 25-009 when submitting your application.**
- **If submitting electronically, please reference posting 25-009 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.