

## Fair Hearings Specialist 1 Spanish Language

**Announcement Posted:**

12/12/22

**Responses must be hand delivered or postmarked by:**

06/12/23

**Salary:**

\$49,202 to \$62,806

**Plus Location Pay: \$3,026****Location:**

Office of Administrative Hearings

14 Boerum Place

Brooklyn, NY 11201

**Grade:**

14

**# of Positions:**

6

**Candidates Must Meet the Following Qualifications:**

Eligible for a lateral transfer or eligible for a 70.1 transfer by having one year of permanent competitive service in an appropriate title;

View a complete listing of [70.1 transferable titles](#); **OR**

Provisional/Open-competitive qualifications:

Four years of paraprofessional or professional experience providing services to individuals in need of and/or eligible for social services programs or implementing/administering programs regulated by the New York State Office of Temporary and Disability Assistance, the New York State Office of Children and Family Services, or the New York State Department of Health.

Substitution:

1. College education in any field may substitute for up to three years of the experience noted above at the rate of 30 semester credit hours or the equivalent thereof.
2. An associate or higher degree in law or legal assistant/paralegal education from a regionally accredited college or university, or college or university accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), may substitute for all four years of the experience noted above.
3. Completion of a legal assistant/paralegal education, qualifying non-degree certificate program where the certificate was issued by a regionally accredited or ACICS accredited college or university AND two years of paralegal experience may substitute for all four years of experience noted above.

**The agency may, at its discretion, nominate qualified candidates for a permanent appointment under the provisions of Rule 4.2 (b) of the Rules for the Classified Service.**

## **Duties of Position:**

- Provides information regarding hearing procedures to State agency and local district staff, clients and their representatives, and other parties.
- Processes requests for administrative hearing records, Fair Hearings, Homebound Hearings from appellants/representatives, Intentional Program Violations Hearings, and waiver of appearance requests from local social services districts and its agents; schedules hearings; prioritizes hearings in accordance with federal and state regulations, law and court decisions; manages workflow at hearing locations; and conducts other matters regarding the administrative hearing process.
- Handles general inquiries from clients, their representatives or local agencies and makes referrals to appropriate program areas or proper agency.
- Determines continuation of aid status and good cause for adjourning and reopening hearings.
- Drafts responses to correspondence relating to the hearing process.
- Screens and processes emergency hearings.
- Retrieves, analyzes and/or updates information from the Fair Hearing Information System, Welfare Management System, Automated Child Care Information System, New York City Work Accountability and You, State Supplemental Program, Client Notification System, eMedNY, and other relevant systems.
- Identifies governmental entity or agent taking adverse action against clients and ensures all relevant parties are notified about a hearing request. This includes identifying the appropriate local district location, managed care organization, or State entity.
- Fields compliance complaints, referring more complicated cases to appropriate supervisor.
- Gathers statistical data and prepares reports.
- Assists supervisor in preparing written procedures.

## **Conditions of Employment:**

Full-time permanent or provisional appointments will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title.

The selected candidate must be capable of communicating with the Spanish-speaking population regarding fair hearing-related inquiries, requests and complaints. In processing written correspondence and e-mail requests, the incumbent must possess the ability to directly translate the incoming source documents without having to obtain verbatim written translations. In addition, in order to be considered for appointment to a Spanish language position, applicants will be required to demonstrate proficiency in Spanish at a level that will ensure their ability to adequately perform the duties of the position.

**If a provisional appointment is made, the appointee will be required to take the next holding of the Fair Hearings Specialist 1 Spanish Language examination and be immediately eligible for appointment from the eligible list in order to maintain continued employment in this position.**

## **Remarks:**

- **Candidates should reference posting #22-299 when submitting your application.**
- **If submitting electronically, please reference posting #22-299 as part of your subject line.**
- **If you are interested in applying to these positions, please visit [how to apply](#) for applicant instructions.**
- **These positions meet the criteria for appointment under 55-b and 55-c of Civil Service Law.**