Management Specialist 1 (SG-18); OR
Management Specialist Trainee 1 (NS-SG-13); OR
Management Specialist Trainee 2 (NS=SG-14)

Announcement Posted:
09/28/22

Responses must be hand delivered or postmarked by:
10/08/22

Salary Range:
$61,270 to $77,912 (Management Specialist 1); OR
$46,529 (Management Specialist Trainee 1); OR
$49,202 (Management Specialist Trainee 2)
Plus $3026 Location Pay

Location:
Audit and Quality Improvement
317 Lenox Ave.
Harlem, NY 10027

Grade:
18/NS

# of Positions:
1

Candidates Must Meet the Following Qualifications:

Management Specialist 1 (SG-18):
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

Management Specialist Trainee 1 (SG-NS):
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

Management Specialist Trainee 2 (SG-NS):
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

Reachable on the appropriate eligible list in New York City.
Duties of Position:

The candidate must develop an in-depth knowledge of the Supplemental Nutrition Assistance Program (SNAP) and gain an understanding of the federal and state regulations that govern the program. This is a dynamic program and the rules and regulations are constantly changing. The candidate will then learn about the SNAP Quality Control review process and develop the policy and technical skills necessary to accurately complete these reviews. The candidate will also be needed for various other projects such as performance audits, Temporary Assistance to Needy Families - Maintenance of Effort (TANF/MOE) reporting, data matching reviews, etc.

The specific responsibilities of this position include but are not limited to the following:

- Develop an understanding of the Supplemental Nutrition Assistance Program;
- Develop a working knowledge of the SNAP Quality Control review process and objective;
- Develop and maintain knowledge of other program areas, data sources and audit policies;
- Perform SNAP Quality Control reviews and other audits;
- Assist supervisor in developing controls, procedures, case review records and work papers;
- Analyze data and develop audit findings and case determinations;
- Submit findings/determinations for supervisory review and compile into narrative and/or statistical reports and summaries;
- Communicate in a professional and respectful manner both orally and in writing with coworkers, supervisors, recipients and local district staff;
- Discuss problems encountered and propose solutions to supervisory staff;
- Develop and maintain a working knowledge of computer hardware and software (e.g. Welfare Management System (WMS), Quality Control Information System (QCIS) data collection system, etc.); and
- Perform required administrative duties.

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. This position requires travel at less than 25%.

Remarks:

- Candidates should reference posting 22-223 when submitting your application.
- If submitting electronically, please reference posting 22-223 as part of your subject line.
- If you are interested in applying to this position, please visit how to apply for applicant instructions.
- This position meets the criteria for appointment under 55-b and 55-c of Civil Service Law.
- Veterans may be entitled to additional compensation if this position is filled via a traineeship. Applicants should identify themselves as a Veteran if this applies to you.