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/Program Integrity
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:

This position plays a critical role in the administration and oversight of the Public Assistance Reporting Information System (PARIS) Match Program. The specific duties of the Management Specialist 1 or Management Specialist Trainee position for the PARIS Match Program include, but are not limited to, the following:

- Investigate NYC PARIS (interstate) match cases;
- Use the Recipient Fraud Matching System to receive case assignments and investigate PARIS matches;
- Query Welfare Management System (WMS) to check case status;
- Query Specialized Fraud and Abuse Reporting System (SFARS) for Electronic Benefits Transfer (EBT) redemption locations and patterns;
- Communicate with matching states for supporting documentation;
- Gather and prepare packets of necessary documents for clients that request fair hearings based on the PARIS match;
- Field phone calls and emails from other states and supply documentation to those states as requested;
- Conduct the Recipient Integrity Management Evaluations of NYC; and
- Aid in any Power Users group (PUG) or special projects as they arise.

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 30%.

Remarks:

- Candidates should reference posting 22-222 when submitting your application.
- If submitting electronically, please reference posting 22-222 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.