

Temporary Assistance Specialist 1 RIS OR
Temporary Assistance Specialist RIS Trainee 1 OR
Temporary Assistance Specialist RIS Trainee 2

Announcement Posted:

10/28/24

Responses must be hand delivered or postmarked by:

11/07/24

Salary Range:

\$65,001 to \$82,656 (Temporary Assistance Specialist 1 RIS); **OR**
\$52,198 (Temporary Assistance Specialist RIS Trainee 1); **OR**
\$58,247 (Temporary Assistance Specialist RIS Trainee 2)
(Plus Location Pay: \$3,400)

Location:

Bureau of Refugee Services
317 Lenox Avenue
Harlem, NY 10027

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:

Trainee 1:

A bachelor's or higher degree.

Trainee 2:

A bachelor's degree and one year of experience assessing or determining refugees and immigrants' eligibility for programs to assist with assimilation, economic self-sufficiency or other needs; designing and developing plans or proposals; and implementing and evaluating programs to assist refugees and immigrants with assimilation, economic self-sufficiency, or other needs; designing and developing plans, proposals and/or implementing and evaluating programs designed to assist refugees and/or immigrants in assimilating in the United States, achieving self-sufficiency and/or addressing other specialist needs; or providing human services to refugees and immigrants to assist in gaining and retaining employment, language skills, housing, or medical care.

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:

A bachelor's degree and two years of experience assessing or determining refugees and immigrants' eligibility for programs to assist with assimilation, economic self-sufficiency or other needs; designing and developing plans or proposals; and implementing and evaluating programs to assist refugees and immigrants with assimilation, economic self-sufficiency, or other needs; designing and developing plans, proposals and/or implementing and evaluating programs designed to assist refugees and/or immigrants in assimilating in the United States, achieving self-sufficiency and/or addressing other specialist needs; or providing human services to refugees and immigrants to assist in gaining and retaining employment, language skills, housing, or medical care.

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

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 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 Harlem.

Duties of Position:

Reporting to a Temporary Assistance Specialist 2 (RIS), the Temporary Assistance Specialist 1 (RIS) will assist the Human Trafficking Program in the Bureau of Refugee Services in compiling, reviewing, and analyzing data and drafting required reports.

Duties will include, but not be limited to:

- Maintain Confirmation Database, identify issues and ensure data integrity, and produce statistics and reporting as needed,

- Maintain Human Trafficking Liaison Contact list and Database, identify issues and ensure data integrity, and produce statistics and reporting as needed,
- Collect and analyze data for annual Interagency Taskforce Report, including agency submissions, applicable Welfare Management System data, and Office of Trafficking in Persons Federal Certification Reporting, and other data collection systems and tools;
- Draft required reports, including Interagency Taskforce Annual Report and Confirmation Statistics;
- Collaborate and facilitate data gathering from various sources, including Bureau staff, other divisions within OTDA, other state agencies and entities, federal partners, and taskforces and providers as necessary;
- Collect, interpret, and analyze data, summarize results, and create written reports from various sources for audits and, as needed,
- Perform data extraction, aggregation, and quality checks in support of trend identification and root cause analysis;
- Summarize results and create written reports;
- Maintain processes of data collection;
- Maintain processes, policies, and protocols of accurate and utile data collection;
- Produce other written documents such as letters, e-mails, templates, and memorandums;
- Complete special projects as assigned and attend meetings to represent the Bureau as required;
- Backup and support for Program Managers as needed, including state procurement process for contracts; develop new contracts and amend continuing contracts as needed; monitor program and contract performance; provide assistance and guidance to contractors, manage non-contract Special Initiatives;
- Travel statewide.

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. These positions may require up to 30% travel.

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 24-259 when submitting your application.**

- **If submitting electronically, please reference posting 24-259 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.