Temporary Assistance Specialist 1; OR
Temporary Assistance Specialist Trainee 1; OR
Temporary Assistance Specialist Trainee 2

Announcement Posted:
12/14/22

Responses must be hand delivered or postmarked by:
12/24/22

Salary Range:
$61,270 to $77,912 (Temporary Assistance Specialist 1); OR
$46,529 (Temporary Assistance Specialist Trainee 1); OR
$49,202 (Temporary Assistance Specialist Trainee 2)
Plus $3026 location pay

Location:
Employment and Income Support Programs
317 Lenox Ave.
New York, NY 10027

Grade:
18/NS

# of Positions:
1

Candidates Must Meet the Following Qualifications:
Temporary Assistance 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

Temporary Assistance Specialist Trainee 1 (NS=SG-13):
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

Temporary Assistance Specialist Trainee 2 (NS=SG-14):
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 Temporary Assistance Specialist 1, G-18 position is located in the Downstate Systems Bureau on the Welfare Management System (WMS) Team. This is part of OTDA's division of Employment and Income Support Programs. This position will receive supervisory support from a Temporary Assistance Specialist 2, G-23.

Duties of this position will include, but not be limited to:

- The general testing of various systems changes to WMS subsystems such as Eligibility, Undercare, Benefit Issuance, Client Notices, External Budgeting and/or Mass Re-budgeting;
- Write systems specifications and test plans;
- Works with Information Technology Services (ITS) staff in the testing and de-bugging software changes;
- Work with programmers to implement changes to WMS;
- Write detailed computer problem logs for problems identified in testing software; and
- Provide technical support to New York City's (NYC) Human Resources Administration (HRA) centers on WMS software issues.

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.

Remarks:

- Candidates should reference posting 22-307 when submitting your application.
- If submitting electronically, please reference posting 22-307 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.