

**Management Specialist 1 (NY HELPS); OR  
Management Specialist Trainee 1; OR  
Management Specialist Trainee 2**

**Announcement Posted:**

5/28/2025

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

6/7/2025

**Salary Range:**

\$66,951 to \$85,138 (Management Specialist 1); OR

\$53,764 (Management Specialist Trainee 1); OR

\$59,994 (Management Specialist Trainee 2)

**Plus \$4,000 Location Pay**

**Location:**

Audit and Quality Improvement

Harlem Center

317 Lenox Ave

New York, NY 10027

**Grade:**

18/NS

**# of Positions:**

3

**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:**

For Trainee 1, a bachelor's or higher degree.

For Trainee 2, a bachelor's degree and one year of professional experience conducting comprehensive audits of the management, program, and fiscal affairs of local social services districts and of providers of health care or other services; and performing eligibility reviews of applicants for and recipients of public assistance for the purpose of determining compliance with Federal and State statutes, regulations, and billing protocols.

For the Full Performance Level, a bachelor's degree and two years of professional experience conducting comprehensive audits of the management, program, and fiscal affairs of local social services districts and of providers of health care or other services; and performing eligibility reviews of applicants for and recipients of public assistance for the purpose of determining compliance with Federal and State statutes, regulations, and billing protocols.

**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:**

The candidates 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 candidates will then learn about the SNAP Quality Control review process and develop the policy and technical skills necessary to accurately complete these reviews. The candidates 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 these positions 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:**

Full-time, permanent or contingent permanent appointments will be made. These positions may require less than 25% travel. 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.

Your resume must indicate how you meet the minimum qualifications for these positions. 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 25-097 when submitting your application.**
- **If submitting electronically, please reference posting 25-097 as part of your subject line.**
- **If you are interested in applying to these positions, 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.