

Management Specialist 2

Announcement Posted:

7/9/2024

Responses must be hand delivered or postmarked by:

7/19/2024

Salary Range:

\$84,156 to \$106,454

Location:

Audit and Quality Improvement

317 Lenox Avenue, 7th Fl.

New York, NY 10027

Plus \$3,400 Location Pay**Grade:**

23

of Positions:

1

Candidates Must Meet the Following 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/cmogotit/>.

Please note: Titles which require special qualifications must also meet the following criteria:

Management Specialist 2 – (via 70.1) - *nine college credit hours in accounting or auditing* from an accredited college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the United States Department of Education/United States Secretary of Education.

OR

Reachable on the appropriate eligible list in New York City.

Duties of Position:

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

- Conduct, lead and supervise Audit & Quality Improvement (AQI) reviews and audits in local districts and vendor locations;
- Supervise approximately three to five Management Specialist 1's and Management Specialist Trainees in conducting mandated program reviews and operational field audits at the request of AQI Program Directors, other OTDA divisions, the OTDA Commissioner and local Social Services District commissioners;

- Distribute and oversee the completion of the monthly federal Temporary Assistance for Needy Families/Maintenance of Effort (TANF/MOE) Data Collection and the Supplemental Nutrition Assistance Program Quality Control (SNAP-QC) reviews;
- Manage staff's work to ensure quality, accuracy, and completeness, using methods such as case reading, staff consultation and observation. Provide guidance, direction, and consultation to staff on QC reviews and other audits as needed;
- Adhere to strict state and federal deadlines in completing audits and reviews;
- Develop controls, procedures, case review records and work papers;
- Analyze data and develop audit findings and case determinations;
- Submit findings/determinations for managerial 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, managers, recipients, auditees, local district staff, and other Bureaus and Agencies;
- Discuss problems encountered and propose solutions to managerial staff;
- Maintain a working knowledge of state and local programs and Quality Control policy, procedures, and methods through review of manuals, bulletins, procedures, and training sessions. Maintain a working knowledge of required systems such as Welfare Management System (WMS) and Q5i;
- Participate as a supervisor in the performance evaluation process to objectively identify areas in need of improvement. Plan and participate in training and development activities to meet those identified needs. Provide on-the-job training to staff; and
- Perform required administrative duties.

Conditions of Employment:

A full-time, permanent appointment will be made. This position may require up to 50% 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.

Remarks:

- **Candidates should reference posting 24-176 when submitting your application.**
- **If submitting electronically, please reference posting 24-176 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.