

Management Specialist 2

Announcement Posted:

7/16/2025

Responses must be hand delivered or postmarked by:

7/26/2025

Salary Range:

\$86,681 to \$109,650

Location:

Audit and Quality Improvement

317 Lenox Ave

New York, NY 10027

Plus \$4,000 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/cmo/gotit/>.

OR

Reachable on the appropriate eligible list in New York City.

Duties of Position:

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

- Conduct, lead and supervise Audit & Quality Improvement (A&QI) reviews and audits in Harlem Regional Office local districts and vendor locations;
- Supervise up to three Management Specialist 1/Management Specialist Trainees in conducting mandated program reviews and operational field audits at the request of A&QI 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 to Needy Families/Maintenance of Effort (TANF/MOE) Data Collection and the Supplemental Nutrition Assistance Program Quality Control (SNAP-QC) reviews;
- Manage staff members' 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 SNAP-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 the 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. 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 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 24-229 when submitting your application.**

- **If submitting electronically, please reference posting 24-229 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.