

Temporary Assistance Specialist 3

Announcement Posted:

1/10/2025

Responses must be hand delivered or postmarked by:

1/20/2025

Salary Range:

\$103,784 to \$127,830

Location:

Employment and Income Support Programs

317 Lenox Ave

New York, NY 10027

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

27

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 Albany.

Duties of Position:

This Temporary Assistance Specialist 3 position resides in the Downstate Systems Team under the Division of Employment and Income Support Programs (EISP). This position receives supervisory support from a Temporary Assistance Specialist 4.

Duties of the position will include, but are not limited to, the following:

- Serve as Bureau Chief / Manager of the Downstate Welfare Management Systems (WMS) team, overseeing the following, but not limited to, the creation and implementation of systems related specifications, hot-line calls to provide support to Human Resources

Administration (HRA), implementation of mass-re-budgeting processes;

- Analyze proposed state and federal legislation and regulations to determine required systems changes;
- Supervise a bureau of up to 15 staff;
- Represent Downstate Metro when working with other Office of Temporary and Disability Assistance (OTDA) bureaus and divisions, local districts, state agency and federal partners;
- Manage and supervise communication with OTDA Policy areas, NYC HRA and other stakeholders to ensure optimum results;
- Work at increasing knowledge of staff in understanding of policy and operational requirements and Downstate WMS;
- Coordinate and complete all administrative functions for team members (i.e., timecards, leave approvals and evaluations). Complete all probationary reports and evaluations in a timely manner. Certify subordinates' time and attendance to ensure accountability and accurate usage;
- Demonstrate the ability to multi-task and work on different projects as needed;
- Coordinate and complete administrative functions for Systems Team's time and attendance issues, approval of timecards, timely completion of performance evaluations and planning unit coverage; and
- Identify training programs that will help individuals in the Metro Team to increase knowledge and skills needed to perform related tasks.

Conditions of Employment:

A full time permanent or contingent-permanent appointment will be made. You must be a current New York State employee to apply for this position. This position requires up to 30% 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 25-013 when submitting your application.**
- **If submitting electronically, please reference posting 25-013 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.