Information Technology Specialist 2

Announcement Posted:
12/12/2022

Responses must be hand delivered or postmarked by:
12/22/2022

Salary Range:
$61,270 to $77,912

Location:
Division of Disability Determinations

Buffalo Processing Center
295 Main Street
Buffalo, NY 14203

Binghamton Processing Center
2001 Perimeter Road East
Endicott, NY 13760

Grade:
18

# of Positions:
2

Candidates Must Meet the Following Qualifications:
Eligible for a lateral transfer or eligible for a 70.1 transfer or a 52.6 transfer by having one year of permanent competitive service in an appropriate title;
View a complete listing of 70.1 transferable titles
View a complete listing of 52.6 transferable titles; OR
Reachable on the appropriate eligible list in Buffalo or Endicott.

Duties of Position:
The Information Technology Specialist 2 will be responsible for the following duties:

- Assist staff with technical questions either by phone, email or in person;
- Install and maintain computer hardware, software, printers, and scanners;
- Setup new user workstations and assist staff with logging in;
- Image workstations and wipe old surplus equipment;
• Update and maintain systems inventory as equipment and staff change;
• Check backup logs and document changes to environment;
• Documenting application changes and enhancements using confluence;
• Maintaining Web based using requirements given by supervisor;
• Supervise Information Technology Specialist 1 staff;
• Assist with miscellaneous tasks as assigned.

**Conditions of Employment:**

Full-time permanent or contingent permanent appointments will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title.

Please be advised that all hires or transfers to OTDA’s Division of Disability Determinations must submit to mandatory fingerprinting and an associated FBI background investigation by the Social Security Administration under Homeland Security Presidential Directive-12. Not all prior arrests and/or convictions will prohibit appointment. Information is considered on a case-by-case basis.

**Remarks:**

• Candidates should reference posting 22-302 when submitting your application.
• If submitting electronically, please reference posting 22-302 as part of your subject line.
• If you are interested in applying to this position, please visit how to apply for applicant instructions.