

Program Aide (NY HELPS)

Announcement Posted:

05/16/24

Responses must be hand delivered or postmarked by:

05/26/24

Salary Range:

\$51,857 to \$63,169

Location:

Division of Budget, Finance and Data Management
40 North Pearl Street
Albany, NY 12243

Grade:

13

of Positions:

1

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, this title may be filled via a non-competitive appointment, which means no examination is required, but all candidates must meet the minimum qualifications of the title for which they apply. At this time, agencies may recruit and hire employees by making temporary appointments. In June 2024, if a temporary NY HELPS employee is satisfactorily performing in the position, the appointment will be changed from temporary pending Civil Service Commission Action to permanent non-competitive, and the official probationary period will begin.

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

Three years of experience performing clerical, keyboarding, or paraprofessional work in an office environment.

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. Information about the 55b/c program can be found here: [55b/c Recruitment Resources Center \(ny.gov\)](https://www.ny.gov).

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/cmogotit/>.

OR

Reachable on the appropriate eligible list in Albany.

Duties of Position:

The OTDA Finance Bureau is seeking a Program Aide in our Fiscal Policy Unit. The incumbent will serve under the general direction of a Senior Accountant and work in the Random Moment Study (RMS) group performing the following activities:

- Maintain information in the RMS system.
- Maintain staff rosters for assigned district centers.
- Create RMS samples.
- Follow-up with district staff to make sure surveys are completed timely and assist with any questions they have.
- Perform audits of submitted surveys to ensure the results are accurate.
- Prepare RMS reports.
- The ideal candidate will be self-motivated, detail oriented, organized and enjoys working in an environment with a steady workload.

Conditions of Employment:

A full-time permanent or temporary appointment will be made. 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.

Remarks:

- **Candidates should reference posting 24-138 when submitting your application.**
- **If submitting electronically, please reference posting 24-138 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.