

Temporary Assistance Specialist 2

Announcement Posted:

05/20/24

Responses must be hand delivered or postmarked by:

05/30/24

Salary Range:

\$84,156 to \$106,454

Location:

Employment and Income Support Programs
40 North Pearl Street
Albany, NY 12243

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/>.

OR

Reachable on the appropriate eligible list in Albany.

Duties of Position:

This Temporary Assistance Specialist 2, G-23 vacancy is for Supplemental Nutrition Assistance Program (SNAP) Policy and Field Specialist Positions. Duties of the position include, but are not limited to, the following:

- Reviewing, analyzing and developing SNAP policies, procedures and Agency directives. Preparing instructions for local districts and implementing policy and procedures;
- Responding to written and oral requests for information/ clarification from clients, districts, community-based organizations and other sources;
- Serving as liaison to local districts; providing districts with technical assistance on SNAP issues; and, facilitating operational efficiency with local districts' administration of the SNAP;
- Conducting SNAP program management reviews and monitoring local districts' SNAP operations as required. Preparing reports, identifying deficiencies and working with districts on corrective actions, including training, as necessary;

- Assisting with completing the work associated with SNAP-related initiatives and projects as needed, such as, but not limited to, Waivers, SNAP Source Book review and update, New York State Combined Application Project (NYSCAP) and Integrated Eligibility Systems (IES);
- Supervising Temporary Assistance Specialist 1, G-18 staff; and
- Assisting with completing the work associated with other Bureau activities as needed.

Conditions of Employment:

You must be a current New York State employee to apply for this position. A full-time permanent or contingent permanent 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 24-143 when submitting your application.**
- **If submitting electronically, please reference posting 24-143 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.