

Temporary Assistance Specialist 1 (NY HELPS) OR

Temporary Assistance Specialist Trainee 1 OR

Temporary Assistance Specialist Trainee 2

Announcement Posted:

05/20/24

Responses must be hand delivered or postmarked by:

05/30/24

Salary Range:\$65,001 to \$82,656 (Temporary Assistance Specialist 1); **OR**\$49,363 (Temporary Assistance Specialist Trainee 1); **OR**

\$52,198 (Temporary Assistance Specialist Trainee 2)

(Plus Location Pay: \$3,400)**Location:**

Employment and Income Support Programs

317 Lenox Avenue

Harlem, NY 10027

Grade:

18/NS

of Positions:

2

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 non-competitive minimum qualifications for this title. At this time, OTDA 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:

For Trainee 1 level, you must have a bachelor's or higher degree.

For Trainee 2 Level, you must have a bachelor's or higher degree; AND one year of professional experience performing one or more of the following:

- Administering temporary assistance programs and initiatives to assess applicant/recipient needs, determine eligibility and/or provide services or benefits to low-income individuals or families. Such initiatives may include, but are not limited to, the development of systems applications for determining eligibility and benefit levels for temporary assistance programs;
 - Planning, implementing, assessing, monitoring and/or evaluating programs to deliver effective temporary assistance and/or workforce development/training programs to unemployed, underemployed, low income or disabled individuals;
 - Managing contracts and related budgets for workforce development/training and/or temporary assistance programs, including contract development, negotiation and execution, and fiscal management, monitoring or program review; and
 - Planning, developing, managing, or administering programs that provide care and service to adults, children, and/or families in need of assistance, including childcare, foster care, medical assistance and adult residential care, aid to the refugee and/or immigrant population, or child and adult protective care.
- Substitution: A Juris Doctor, master's or higher degree in a related field can substitute for one year of specialized experience.

For the Full Performance Level, you must have a bachelor's or higher degree; AND two years of professional experience performing one or more of the following:

- Administering temporary assistance programs and initiatives to assess applicant/recipient needs, determine eligibility and/or provide services or benefits to low-income individuals or families. Such initiatives may include, but are not limited to, the development of systems applications for determining eligibility and benefit levels for temporary assistance programs;
 - Planning, implementing, assessing, monitoring and/or evaluating programs to deliver effective temporary assistance and/or workforce development/training programs to unemployed, underemployed, low income or disabled individuals;
 - Managing contracts and related budgets for workforce development/training and/or temporary assistance programs, including contract development, negotiation and execution, and fiscal management, monitoring or program review; and
 - Planning, developing, managing, or administering programs that provide care and service to adults, children, and/or families in need of assistance, including childcare, foster care, medical assistance and adult residential care, aid to the refugee and/or immigrant population, or child and adult protective care.
- Substitution: A Juris Doctor, master's or higher degree in a related field can substitute for one year of specialized experience.

Note: experience limited to clerical screening of applications, data entry, distribution of forms/brochures to prospective social services applicants, administrative duties in support of temporary assistance programs and any function in which the major responsibility of the position does NOT entail the direct planning, oversight, or provision of assistance is not considered qualifying. In addition, experience in staff development activities internal to an organization or auditing of employment and training programs, is NOT qualifying experience for this examination.

Temporary Assistance Programs are: Family Assistance (FA), Jobs Program, Safety Net Assistance, Supplemental Security Income (SSI), SSI State Supplement Program, Emergency Assistance to Families or Adults (EAF,EAA), Supplemental Nutrition Assistance Program (SNAP, formerly known as Food Stamps), Employment Services for Recipients of Public Assistance or SNAP, and Energy Assistance. Low Income Housing Water Assistance Program (LIHWAP), Emergency Rental Assistance Program/Landlord Rental Assistance Program (ERAP/LRAP, Pandemic Electronic Benefit Transfer Benefits (P-EBT), Summer Electronic Benefit Transfer Benefits (Summer EBT), and Medicaid.

OR

55b/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 and meet the above mentioned Non-Competitive Qualifications. Information about the 55b/c program can be found here: [55b/c Recruitment Resources Center \(ny.gov\)](https://www.ny.gov/55b-c-recruitment-resources-center).

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 Harlem.

Duties of Position:

These positions will receive supervisory support from a Temporary Assistance Specialist 2, G23.

Duties of these 2 positions will include, but not be limited to:

- Execute updates to the various NYC Welfare Management System (WMS) manuals: Workers Guide to Codes, Supplemental Nutrition Assistance Program (SNAP) Guide to Codes, Public Assistance (PA) Budgeting Manual, Supplemental Nutrition Assistance Program SNAP Budgeting Manuals, and Authorization of Grants;
- Update NYC System Reference Manuals;
- General testing of various systems changes to WMS subsystems such as Eligibility, Undercare, Benefit Issuance, Client Notices, External Budgeting and/or Mass Re-budgeting;
- Write systems specifications and test plans;
- Work with staff in the testing and de-bugging software changes;
- Work with Information Technology Services (ITS) to implement changes to WMS;
- Provide technical support to Human Resources Administration (HRA) on WMS software issues;
- Respond to Freedom of Information Law (FOIL) requests; and
- Write detailed computer problem logs for problems identified in testing software.

Conditions of Employment:

Full-time, contingent-permanent, permanent, or temporary appointments 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 24-144 when submitting your application.**
- **If submitting electronically, please reference posting 24-144 as part of your subject line.**
- **If you are interested in applying to these positions, 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.